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Nationality : Sudanese
Current position : Chief Financial Officer Riyadh, KSA
Iqamma Status : Transferable
E.Mail : naeemf.alaleem@yahoo.com
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Education:

MBA – Finance

December 2010 GCCST- Garden City College for Science and Technology, Khartoum

Economics, Bachelor (BSc / BA)

Jan.1990 – Dec.1994 Omdorman Islamic university Omdorman, Sudan

Mar.1985 – Mar.1989 Portsudan **Commercial** High Secondary School

Other Certificates:

- English for Specific Purposes (ESP) for Business & finance - Advanced – from Sudan National Center for Languages - SELTI
 - VAT Training Program – International Group For Training - IGIT KSA Riyadh
 - IFRS - Almousa Certified Accountants & Consultants
 - IT skills: Windows & office tools, Microsoft office Tools :Word , Excel , Power Point - Advanced
- Practice skills in many computer networks Oracle, Baan, Hansa , Microsoft Dynamics - Axapta, ZOHO and Oracle – Netsuite
- Languages: Arabic : Native English : fluent

Job Experiences:

✓ Most recent Position :

January 2021 - Feb 2022 , The Roasting House (1 yr. 2 mos.)

Position : Finance Manager

Main Achievements :

- Review overall financial process and documentation cycle and formulate a new workflow to ensure complying with generally accepted accounts principles - GAAP.
- Create ,review and submit regular financial reports such as income statement , cash flow, Actual Vs Budget report to determine variances with analysis.
- Contact and manage the deal of choosing new accounting system that comply with internal needs and regulator requirements (E-invoicing , VAT and Zakat) .
- Manage and review all costing details to come out with accurate product cost and enhance company profitability.
- Manage Zakat assessment file with zakat representatives and submit all requirements for the last three years audit .
- Keeping abreast of changes in financial regulations and legislation to avoid risks.
- Contribute on pricing committee in order to review current sales prices and set a price for new sales items by support the committee with detailed , audited and accurate costing report with suggested sales prices.
- Set a policy of receivable & payable credit limits control to mitigate risks.
- Liaising with auditors to ensure annual monitoring is carried out.
- Manage E-Commerce finance related issues such as integrate sales information to ERP system, confirm coding and pricing new sales items and confirm sales with bank details.

August 2012 - November 2020 , First Economic Co. B&C brand , Riyadh KSA (8 yrs. 4 mos.)

Position : Finance Manager

Main Achievements :

- Managing a company's financial accounting, monitoring, and reporting systems.
- Monitoring and interpreting cash flows and predicting future trends.

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- Formulating strategic and long-term business plans.
- Researching and reporting on factors influencing business performance.
- Developing financial management mechanisms that minimize financial risk.
- Conducting reviews and evaluations for cost-reduction opportunities.
- Liaising with auditors to ensure annual monitoring is carried out.
- Developing external relationships with appropriate contacts, e.g., auditors, solicitors, bankers, and statutory organizations such as the Inland Revenue.
- Producing accurate financial reports to specific deadlines.
- Managing budgets.
- Identify, Analyze, control, and manage overall company risks aspects.
- Arranging new sources of finance for a company's debt facilities.
- Supervising staff.
- Keeping abreast of changes in financial regulations and legislation.
- Receivable & Payable credit limits Control.
- Major Contribution on company overall financial stability.

January 2009 - Feb 2012 Alrawabi Dairy & juice Factory Khartoum, Sudan (3 yrs. 1month)

Position : Finance Manager , CFO

Main Achievements :

- Formulate company budget - cashflow and income statement deviation follow up.
- Credit Control and risk management.
- Build and maintain company financial relationship with banks , shareholders and regulators .
- Ensure tight financial internal control .
- Follow finance or raising capital activities .
- Attend executive periodical meetings to present finance position reports .
- Department supervision.

May 2002-November 2008 Saudi Ceramic Company - SCC Riaydh , KSA (6 yrs. 4 mos.)

Position : Region Sales Accountant Head – Administrative

Main Achievements :

- Contribute on setting annual business plan.
- Implement a sales plan designed to achieve sales and financial goals.
- Work to meet monthly revenue objectives.
- Credit control and overdue risks management.
- Develop, lead and interact with decision maker to attain client commitment.
- Make segment sales report to monitor & analyze market trends / needs.
- Using a range of financial tools and techniques to motivate sales staff achieving targets .
- Ensure tight Internal control of cash flows , costs and warehouse activities .

Aug 1998 - Mar 2002

Position : Sales Accountant - Saudi Factory for Fire Equipment SFFECO Riyadh, KSA (3 yrs. 8 mos.)

Duties & Responsibilities :

- Customer credit control.
- Monitoring stock availability, orders and maintenance contracts.
- Issuing invoices and following collections.
- Reconcile and confirm the accuracy of customers account statements.
- Review ERP system A/R journal records to confirm and report to finance.

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- Follow maintenance sales contracts to schedule respective payments.
- Guide a team of salesmen to achieve their monthly targets.

Sep 1990 - Jun 1998 Alshamal Islamic Bank Khartoum, Sudan - Now Albalad Bank (7 yrs. 10 mos.)

Position : Banking Accountant

I have gained a lot of valuable practical experiences in all commercial bank sections current accounts, treasury, and money transferring, investment and credit section. I had also attend many banking training my **duties & responsibilities are include but not limited to :**

- Manage cash inflow/outflow as a cashier and maintaining respective records.
- Figuring out and resolving journal / ledger transactions errors.
- Following- up the notes receivable and payable Accounts follow up their due dates.
- Preparing reconciliations for all bank accounts.
- Following-up, controlling and reviewing of bank charges and commissions and their conformity with the contracts concluded.
- Issuing the required letters of guarantee in accordance with the contract with the beneficiary.
- Preparing letters of credit opening documents
- Preparing money transfer requests and its required documents

Thanks,