

ABDALRAHIM MUSTAFA ABDALRAHIM

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JOB OBJECTIVE

Seeking challenging assignments that reflect my diversity in a fast-growing technology opportunity to groom up my capabilities. Hardworking, self-motivated. Able to adapt to most challenges in any environment.

WORK EXPERIENCE:

Employment Period : Jun 20, 2012 to NOV 25 2012.

Company : RAQMYAT for internet solution & SADAD services & travel agent

- Airlines booking
- Making SADAD for all government services
- Prepare all forms Documents Jawazat.
- Files and safe keeps all transaction tickets and supporting documents.

Employment Period : NOV 29, 2012 to TILL NOW.

Company : ALFURAT COMPANY FOR MARBLE & GRANITE MANUFACTURING

Position : main branch accountant

- Main branch treasurer
- Journal entry
- Making customers & projects invoices
- Reconciliation clients and suppliers accounts
- Responsible of importing and customs clearance
- Secretariat

Position : projects manager assistant

- Making projects quotations & invoices
- Banks accounts reconciliation
- Making projects POQ
- Balance reconciliation
- Documentary credit officer " LC "
- LOGISTICS

Position : procurement manager

SUMMARY OF QUALIFICATIONS:

- Good knowledge in MS Office
- Good knowledge in " AL-AMEEN ACCOUNTING SYSTEM " .
- Work under all circumstances, work as a Team group.

EDUCATION:

Year	Examination	Board
2010	BANKING INFORMATION TECHNOLOGY -- 3 YEARS DIPLOMA	SUDAN ACADEMY FOR BANKING AND FINANCIAL SCIENS KHARTOUM CITY

Year	Examination	Board
2010	COMPUTER CERTIFICATE	SUDAN ACADEMY FOR BANKING AND FINANCIAL SCIENS

YEAR	Examination	Board
2012	ELECTRONIC ACCOUNTING	SUDATEL TELECOMMUNICATIONS ACADEMY

LANGUAGES:

Arabic (Mother tongue).

English V.good .

PERSONAL DATA:

Age : 33 years old
Date of Birth : Jun 25, 1987
Place of Birth : Khartoum City, Sudan.
Sex : Male
Marital Status : Married
Driving License : Hold Valid KSA Driver's License
Visa : Transferable Iqama

REFERENCE: Available on request