

Osama ali Mohamed

Ras al-Khaimah

osamashamt@gmail.com

0545374331

Personal Details

Birth Date: 1997-01-15

Eligible to work in {country}: Yes

Industry: Accounting, Customer Service, Other, Sales

Work Experience

Assistant Accountant

ALZAHRA HOTEL - Sudan

March 2019 to April 2020

Review Bills and all hotel accounts

Customer services and Standardized Policies and Procedures, Customer Relationship Management, Reporting.

Secretary cum Document Controller

Khalid impex agri.products - Sudan (Khartoum)

March 2017 to April 2018

- Organizing the dates of meetings and official visits.
- Organize files, documents, and records.
- Receive phone calls and emails.
- Welcoming the guests.
- Preparing meeting and conference rooms.
- Attending meetings and preparing reports summarizing the results of the course and decisions of the meeting.

Data Entry

Almustakbal for manufacturing and industrial and Electronic company limited

2016 to 2017

Education

Bachelor's in English language

Sudan

August 2021 to Present

Diploma in Electronic Accounting

Sudacad Academy - Sudan

International Computer Driving License (ICDL) in Computer science

Sudacad Academy - Sudan

Skills

- Microsoft office
- Microsoft office, Excel, quickBooks, Peachtree
- Microsoft Office (1 year)

Languages

- English Language - Intermediate
- Arabic - Fluent

Links

<http://osamaali1312@yahoo.com>

Additional Information

- Elwasila College for science and technology, Khartoum, Sudan English language - BSc (4 years)
- Diploma Electronic Accounting (sudacad Academy)
- International Computer Driving License (ICDL) (Sudacad Academy)