

## Resume

### Mayada Mohamed Ali Mutasim



▪ Qussaiss Dubai, United Arab Emirates  
▪ Araa Group Advocate And Legal Consultancy  
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📅 20 April 1991  
▪ Khartoum - Sudan  
▪ Single  
▪ Sudanese

### OBJECTIVE

To work with dedication, sincere and committed any task assigned to me in order to attain company objectives.

### EDUCATION

**Certificate of Account and management (Diploma)** / -30 May 2012

### EXPERIENCE

**Telesales Representative** / From 5 November 2020- To 10 January 2021  
*Media Plus Information Technology*

Responsibilities :

- Be knowledgeable about the product and remaining abreast of updates to these products.
- Obtaining and updating lists of individuals' contact details.
- Contact new and existing customers to discuss needs.
- Calling active and budding clients to encourage the purchase of products.
- Noting important details of each conversation and answer questions about the products.
- Maintain contact lists and follow up with customers to continue relationships.
- Recording all successful and unsuccessful attempts to close sales.
- Attending regular team meetings to clarify progress and performance-related expectations.
- Collaborate with colleagues in many different sectors.
- Conducting each of my functions with the utmost respect, regardless of others' dispositions.

**Assistant Accountant** / From 1 February 2019 – To  
1 July 2020 *Araa Group Advocate And Legal*

Responsibilities :

- Maintain financial records for client companies by analyzing balance sheets and general ledger accounts.
- Reconcile bank statements by comparing transactions to the general ledger.
- Assist with day- to day operations of the Finance department, including filing, report generation, budget review, etc.
- Process payroll accurately and timely.
- Maintain accounting documents and records, ensuring all files are up to date.
- Compute Taxes and prepare tax returns.
- Ensure timely bank payments.
- Prepare reconciliation with receivables and payables.

**Office clerk** / From 12 July 2017- To 11 July 2018  
*Ministry of interior*

Responsibilities :

- Maintaining files and records so they remain updated and easily accessible.
- Sorting and distributing incoming mail and prepare outgoing mail .
- Answering the phone to take messages or redirecting calls to appropriate colleagues .

**Sales Executive** / From 01 June 2013- To 21 October 2016  
*Ansar Gallery*

Responsibilities :

- Assist the customer needs and greet the customer with a good smile.
- Explain the customers the quality of the product.
- Arranging the items with good display and cleaning the area.
- Checking the stocks.
- Checking the price and making barcode of all items.

**Cashier** / From 14 December 2017- To 15 December 2018  
*Al Anfal Company for Food Stuff*

Responsibilities :

- Process sales transactions.
- Accept payments.
- Calculate and return change when required by the payment method.
- Maintain adequate change denominations in the cash drawer and request additional change .
- Answer customer questions about products or services.
- Reconcile cash drawers and sales receipts.
- Report issues with equipment.



## COURSES AND CERTIFICATES

**English Course** / From 2 March 2012 to June 2012

Sudan

**Computer Course** / From 13 December 2011 to 17 January 2012

**Certificate Electronic Accounting** / From 22 December 2015 to 23 January 2016



## PROFESSIONAL SKILLS

**Collecting information, investigate options, and create solutions** / -

**Work and management experience in a changing environment** / -

**Writing accurate technical reports** / -

**Ability to define and lead tasks** / -

**Always ready to help less experienced team members through workloads** / -

**Coaching and team leadership** / -



## COMPUTER SKILLS

- Operating systems (Windows)...
- Office suites (Microsoft Office)...
- Presentation software (PowerPoint)...
- Spreadsheets (Excel, Google Spreadsheets, etc.)...
- Communication and collaboration tools (Skype, etc.)...



## PERSONAL SKILLS

- The ability to listen and carry out instructions from a higher position
- Take the lead for a new mission
- The ability to perform multiple tasks
- Reliable person, I have an entrepreneurial spirit
- I have a dynamic personality, I can solve work problems and presentation skills
- Conscious details with the ability to study aspects of any project
- Full adaptation to work under any condition, and the ability to improve myself



## LANGUAGES

- Arabic , Native Language
- English , Very Good