

Ahmed Elgadi

Accountant / Financial Analyst

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Professional Summary

Results-driven Accountant with over two years of experience in financial management, accounts payable/receivable, and bookkeeping. Proven track record of improving financial accuracy and efficiency through meticulous data management and analysis. Experienced in sales and customer relationship management, demonstrating strong communication and negotiation skills. Adept at collaborating with cross-functional teams to support financial operations and achieve organizational goals. Passionate about leveraging expertise in financial reporting and analysis to drive business success in a dynamic environment.

Work Experience

Telesales Executive

Aurelius Consulting Company - Manama, Bahrain | Feb 2024 - Apr 2024

- Conducted high-volume sales calls, effectively informing potential customers about products and services.
- Utilized active listening techniques and tailored sales scripts to close deals, achieving recognition as a top sales performer within the team.
- Maintained accurate records of customer interactions and transactions, improving data management processes.
- Developed and nurtured strong client relationships through effective negotiation, enhancing customer loyalty and repeat business.

Department : Marketing & Sales | **Website** <https://aureliuscons.com/>

Accountant Assistant

Al Shamer for Import & Export Enterprises - Omdurman, Sudan | May 2023 - Jan 2024

- Assisted with data entry, invoice management, and bookkeeping tasks.
- Prepared financial reports and supported overall accounting processes.

Accountant

General Insurance Co. (Sudan) Ltd - Khartoum, Sudan | Sep 2021 - Mar 2023

- Handled day-to-day accounting processes to ensure financial accuracy and compliance with regulations.
- Gathered financial information and prepared documentation for month-end closing, facilitating timely financial reporting.
- Updated accounting ledgers and journals to maintain accurate records of all financial transactions.
- Registered transactions in the accounting database, preserving historical data for future audits and analysis.
- Reduced outstanding accounts receivable balances by following up on overdue invoices, improving cash flow management.
- Evaluated and enhanced financial records, providing insights for strategic business decisions.
- Prepared journal entries and executed accrual-based accounting to ensure accurate financial representation.
- Compiled and organized working papers and reports for audit preparations, ensuring audit compliance.
- Maintained the integrity of the general ledger and chart of accounts for accurate financial tracking.
- Collected and reported monthly expense variances to management, aiding in budgetary control.
- Managed cash register transactions efficiently for cash and check payments.
- Adapted to various roles within the finance team, providing backup support during peak periods.
- Prepared vendor invoices and processed payments promptly to maintain good supplier relationships.
- Collaborated across departments to resolve discrepancies in invoices, improving operational efficiency.
- Minimized late payment penalties by monitoring due dates and ensuring timely payments.
- Documented petty cash transactions in a petty cash journal, ensuring precise record-keeping.
- Trained new team members on accounts payable processes, fostering a collaborative and productive work environment.

Business or Sector Financial and insurance activities | **Department** Finance

Website <http://gicsudan.com/>

Sales Executive

Kashouma Trading Enterprises - Khartoum, Sudan | Feb 2018 - Aug 2021

- Provided excellent customer service by assisting customers with inquiries and purchases.
- Handled cash register transactions accurately and efficiently.
- Organized inventory and product displays to enhance the shopping experience.
- Worked with family and team members to meet sales goals.
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Volunteering Experience

Volunteer Accountant

Kul Alkhair Voluntary Foundation for Development - Omdurman, Sudan | Jun 2024 - Sep 2024

- Managed financial records and assisted with budgeting processes to ensure transparency in financial reporting.
- Contributed to community initiatives focused on waste management and cleanliness, promoting environmental awareness.

E-Mail info@kul-alkhair.org

Education

Information Technology Business and Accounting

The Future University, Khartoum, Sudan | Nov 2017 - Oct 2020

Research Project

- Online Patient Appointment System For Al-Saha Hospital, Outstanding list with A - An online appointment system allows the patients to make an appointment from their homes without having the need to come all the way to the hospital and waste time.

Website <https://fu.edu.sd/>

Financial Analysis Certification

British International Academy (BIA) | Oct 2024

Website <https://bia.academy/> | **Certificate No** SUD000002062

Skills

- **Accounting & Financial Management:** Accounts Payable/Receivable, Financial Reporting, Bookkeeping
- **Financial Analysis:** Proficient in analyzing financial statements and performing ratio analysis
- **Stock Market Analysis:** Skilled in technical analysis and foreign exchange market analytics
- **Software Proficiency:** Advanced Microsoft Excel and accounting software
- **Customer Relationship Management:** Strong communication and relationship-building skills
- **Sales & Negotiation:** Proven ability in telesales and exceeding sales quotas
- **Problem-Solving & Time Management:** Effective at troubleshooting financial discrepancies and managing multiple tasks