

Mohamed Kamal Hassan Bakhit

Major: Management

Nationality: Sudanese

Gender: Male

E-mail: thesmartest1000@gmail.com

Date of Birth: 6th of Sep 1991

Permanent Address: Saudi Arabia

Telephone: 0553087121

Summary:

An eager learner with a professional attitude, looking for an opportunity to utilize my strengths in building up my future career. I have a creative mind that can come up with innovative solutions in problem based projects.

Education:

Garden City University for Science and Technology

Khartoum, Sudan

B.Sc. in Business Administration (Honor's).

Oct 2010 to Oct 2014

Experience:

Veknda Integerated Solution C.Ltd

Office Coordinator

Duties Were:

July 2020 to March 2021

- Keeping files and records with effective filing systems.
- Following office workflow procedures to ensure maximum efficiency
- Supporting employees with various administrative tasks
- Monitor office supplies inventory

QEXPRESS (Souq.com- Amazon)

Accountant (Cashier)

Duties Were:

- Document financial transactions by entering account data.
- Receive cash from couriers & reconcile it with the run sheet transactions,
- Produce error-free accounting reports and summaries the financial status.
- Disburse petty cash claims and deal with invoices.
- Support month-end and year-end close process
- Arrange for vehicles fuel and services.
- Coordinate with Manager on work status and issues that arise.
- Demonstrate superior time management skills and meet the reports deadlines.

Sep 2015 to Dec 2018

Bint Elzibier Charity Foundation

Charity Officer

Dec 2014 to July 2015

Duties Were:

- Carry out marketing and public relations activities
- create and organize fundraising initiatives and events
- recruit and coordinate the work of volunteers
- Carry out administrative tasks.

Courses:

- **Cambridge Program:** Communication Advanced level 4(English Language)
- **Time Management:** Organize and plan how to divide the time between specific activities.
- **KRT AIDS:** Peer to Peer education provided by the ministry of health- Sudan
- **Communication Skills:** The ability to communicate effectively with superiors, colleagues, and staff.

Language Skills:

- **English:** very Good
- **Arabic:** “native language”.

General Skills:

- Excellent accounting software user and administration skills.
- A hard worker with good communication skills
- Updating knowledge based on reading, listening and observing.
- Self-motivated and fast learner with creativity.
- Ability to deal with Microsoft office (Word, Excel, PowerPoint ...)

References:

- **Mr. Zein Alabdeen Wagallah**
IT Network Supervisor
ALBaraka Bank Sudan
TEL: 0187112092
Email: zain@albaraka.com