

Curriculum Vitae

Name: Jamal Najmelden Mohamed Fadlalla

Date of birth: 12/6/1988

Place of birth: Omdurman.

Sex: male.

Nationality: Sudanese.

Religion: Muslim.

Marital status: single.

Languages Known: Arabic, English

Qualifications: Bachelor of faculty of economics, banking and financial studies – Sudan international university

Mobile number: 00966571297815

Email: jamalraheelnajm@gmail.com

Career Objective:

A highly self-motivated to join the team of professionals, which can utilize my sound professional experience, knowledge, expertise and innovative ideas. I aspire to render quality service for the organization to attain its goal, with propose of devotion to duty and determination to succeed.

Proficiency in my professional life (Total Experience: 3 Years and 3 months

- Banking work
- Accounting organizations
- Executive Secretary

Practical Experience

1- Executive Secretary at center Technical services for computer and internet (Sudan) march 2009 -December 2010:

Key Responsibilities:

I am working in arranging meetings and corresponding to business e-mails and calls and running schedules to coop with the short term plans that have been set by the management.

2- Customer Services in City Properties Real Estate - Sharjah - UAE – October - 2011 to February 2012

Key Responsibilities:

I work in a follow-up of tenants, including the renewal dates of contracts and for sending e-mail and phone calls and running checks with the schedules and plans in the short term that have been developed by the Department. Human resources work on documents tenants

3- Training in farmer's commercial bank and SudaneseFrance bank February to September 2012

Key Responsibilities:

I worked in a follow-up of accounts , including the statement of accounts and opening accounts to customers and after that going i worked weeks in investment.

And cashierand running checks with the schedules and plans in the short term that have been developed by the Department and more recently in the Foreign Relations Department

4- Training in Eastern Nile watershed project management – Sudan component

I worked in the projectfromthetdateof14 \3\2013Even 1/12/2013, andtheworkofOccupationfollowing:

- Continuebalancesandtransfersemerging fromthe project accounts
 - Extractand payrollchecksandrenewal of contractsforstaff and Daily payments
- Extract paymentschecksandfollow-up contracts

5- Farida For Medical Services Co. Ltd

I worked with Farida MS within 1/12/2013 to 13/6/2014 in financial office

Job Responsibilities:

A- Identify and minimize the expenses and all that relates to the amounts emerging from the company.

B- Bill extract expenditure in general.

C- The preparation of the estimated budget for the New Year and prepare trial balance of the company's annual.

D- Payroll preparation and disposal of staff.

E- Restriction of movement, daily accounting and compliance with treasury.

F- Adjust your daily expenses and expenses of purchases and the receipt of revenues and recorded to see the company's debts and creditors Company.

6- Coral Hotel (Khartoum)

I worked with Coral Khartoum within 1/2/2015 to To now in financial Department

Job Responsibilities:

A- Prepared daily reports to the reviewer to review the daily overnight accounts

B- Night Auditor

7- Golden Arrow-(Sany Express Concrete)

I worked with Sany Express Concrete within 1/3/2018 to To now in financial Department (Chief Accountant).

Job Responsibilities:

A- Supplier Account

B- Sales Account

C- Reconciliation Bank A/c Monthly

D- Check the Main Safe Every Day

E- Prepared Chq and Approved

F- Audit the Stock in with Store keeper

G- Make Trail Balance Monthly

H- Prepared Budget Weekly

I- Prepared Budget Yearly

J- Prepared Financial Statement

1- Good Knowledge in:

- Good knowledge of marketing.
- Excellent customer service skills.
- Computer: perfect knowledge windows &MS office.
- Possess excellent written and verbal communication skills; and excellent math skills to be able to create, review and audit reports.
- Confidentiality

2- My skills:

- Can work under pressure.
- Work with team.
- Have well since from responsibility.
- Reliable.
- Ability to Knowing thing and developing the knowledge areas.

3- Reference :

Mr. Mohamed Mustafa Ahmed Hammed
Farmer's commercial bank (al-jamhuria branch)
Mobile: +249912989700

Ms. Mai YousifTahaSalih
Farida for Medical Service Co .Ltd
Mobile: +249904141080- +2499990333331

Mr. Mohamed AltaibAlbadawi
General Manager for Sany Co.
Mobile no: +249912160465

University of Khartoum
Faculty of Arts
Translation & Arabization Unit
Khartoum - Sudan - P. O. Box 321
Tel: 784845



جامعة الخرطوم
كلية الآداب
وحدة الترجمة والتعريب
الخرطوم - السودان - ص . ب ٣٢١
تفون ٧٨٤٨٤٥

Republic of the Sudan

Sudan International University

Faculty of Economics, Financial & Banking Studies (FEFBS)

Photo of holder stamped with the seal of the FEFBS

Certificate No. 0000174

Student's No. 144838-06

CERTIFICATE

This is to certify that the Academic Council, Sudan International University, awarded

JAMAL NAMALDEEN MOHAMED FADLALLA

the Bachelor Degree of Economics, Financial & Banking Studies, specialization: (Financial & Banking Studies) on 19/12/2011 with grade: (PASS) upon having completed the prescribed courses and successfully passed the final examinations in the Faculty of Economics, Financial & Banking Studies.

Signed: Registrar of the Faculty

Signed: Dr. Humam Ahmed Abdelrahim, Dean of the Faculty.

Signed: Dr. Seifeldin Osman Saeed, Academic Secretary.

Date of issue: 14/01/2012

- Stamp of Faculty of Economics, Financial & Banking Studies.
- Certification of Sudan Ministry of Higher Education & Scientific Research, Khartoum.





بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

جمهورية السودان

جامعة السودان العالمية



0000174

الرقم الجامعي: 06-144838

الجنسية: سوداني

شهادة

نشهد بأن المجلس العلمي لجامعة السودان العالمية قد منح

جمال نجم الدين محمد فضل الله

درجة البكالوريوس في الاقتصاد والدراسات المالية والمصرفية

تخصص دراسات مالية ومصرفية

بعد أن أكمل المنهج المرسوم بكلية الاقتصاد والدراسات المالية والمصرفية

بتقدير مقبول بتاريخ 2011/12/19



د. سيف الدين عثمان سعيد

أمين الشؤون العلمية

تاريخ الاصدار: 2012/01/14

العنوان: السودان - الخرطوم ص. ب 12769

E-mail: SIU@SIU-SD.net



بسم الله الرحمن الرحيم

مصرف المزارع التجاري إدارة تنمية الموارد البشرية



Farmer, s Commercial Bank

التاريخ: ٢٠١٢/١٠/١٤م النمرة: - م م ت / ات م ب/ق ت / ٢٠١٢

شهادة تدريب

بهذا تشهد إدارة التدريب بمصرف المزارع التجاري بان المتدرب جمال نجم الدين محمد فضل الله قد تلقى فترة تدريبية في الفترة من ٢٩/٠٨/٢٠١٢م حتى ٢٩/٠٩/٢٠١٢م بالمصرف وقد شمل التدريب الآتي:-

- ❖ قسم الحسابات الجارية .
- ❖ قسم الحسابات العامة .
- ❖ قسم الإستثمار .
- ❖ قسم التحويل .
- ❖ قسم الاعتمادات

وقد كان حسن السير والسلوك ومواظب في الحضور ولديه الرغبة في العمل المصرفي والإلمام والتحصيل .

هذه شهادة منا لمن يهمهم الأمر .

(أي خطأ أو تغيير يلغى هذه الشهادة)





CERTIFICATE of TRAINING

THIS ACKNOWLEDGES THAT

Gamal Nagmeldin Mohamed

HAS SUCCESSFULLY COMPLETED THE

Real Accounting v2.1 System Training

15-MARCH
2013

RealSoft

Realsoft Co. LTD

SIGNED, Mohamed Abbas Mohamed, Vice CEO

