

Name : Bushara Mohamed Bushara

Contact Information

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Career Objective

Seeking a Versatile And Challenging Position In The Accounting Field With a Leading Company And Development Environment That Will Both My Professional And Educational Background Relating , Financial Securities , And Investment Funds .

Professional Experience

June 2013-December 2017

I was working in my own job (clothes laundry)

January 2010 – April 2010

Data Entry Supervisor

Marketing Studies Center

P.O . Box 1653 Khartoum 11111 , Sudan

1 . Meet With Consumers And Clients To Conduct Surveys By Asking Them Questions And Filling Out Reports According To Their Answers .

2 . Enter All Reports And Surveys Results Using Excel And Spss Program To Perform Data Mining And Statistical Analysis .

3 . Supervise Data Entry Employees .

September 2007 Self – Employed

Present Bushara,s Real Estate

Riyadh , Block , 7 , Builiding 7 , Khartoum , Sudan

- 1 . Managed The Construction Of two Apartments And Two Small Stores .
- 2 . Managed The Budget Of The Construction Operation .
- 3 . Manage The Property,s Maintenance Operation And Supervise The Maintenance Workers .
- 4 . Schedule Advertisement Of The Property With The Local Newspapers And Other Local Real Estate Offices .
- 5 . Meet With Potential Clients And Lessees .
- 6 . Negotiate Lease Terms With Potential Clients And Lessees .
- 7 . Perform Propety Inspection And Ensure That Lessees Are Following The Contract Terms .

March 2007 – July 2007

Accountant

Shiekan Insurance & Reinsurance Co . LTD

Shiekan Building , Khartoum East Branch , Khartoum , Sudan

- 1 . Prepare Profit And Loss Statements And Monthly Closing And Cost Accounting Reports .
- 2 . Compile And Analyze Financial Information To Prepare Entries To Accounts , Such As General Ledger Accounts , And Document Business Transactions .
- 3 . Analyze And Review Budgets And Expenditures .
- 4 . Monitor And Review Accounting And Related System Reports For Accuracy And Completeness .

5 . Prepare And Review Budget , Revenue , Expense , Payroll Entries , Invoices , And Other Accounting Documents .

January 2005 – December 2007

Accountant

Lina Fine Land Scape Company

Riyadh , Block 7 . Building 8 . Khartoum , Sudan

- 1 . Establish Operational For Activities Such As Handling All Incoming And Outgoing Shipments , Verification Of Proper Receipt And Delivery , Reporting Of Damages To The Person In Charge , Keeping Warehouse Inventory Current And Ensure Said Procedures Are Carried Out .
- 2 . Keep Stock Control Systems Up To Date And Planning Future Capacity Requirements By Monitoring Inventory Levels To Assure Appropriate Stock Balance .
- 3 . Ensure That No Merchandise Is Received , Delivered Or Returned Unless Proper Documents Are Issued And Approved By Concerned Staff .
- 4 . Assume Full Responsibility Of The Stock Items In Terms Of Adequate Storage , In And Out Movement , And Security Procedures .
- 5 . Handle Basic Accounting Tasks Such As Filing And Handling Of Related Paperwork .

Education

- 1 . April 2007 : Three Year Intermediate Diploma In Financial Securities And Investment Funds .
University Of Khartoum .
- 2 . January 2013 : Bachelor Of Administrative Sciences In Accounting .
Open University Of Sudan .
- 3 . May 2013 : Diploma In Electronic Accounting . Programs : (Excel . Qucik Books , Peachtree) .
Sudatel Telecommunications Academy .

Skills

Skill	Level	Years Practiced
1 . Ms Word , Ms Excel , Power Point .	Advance	More Than 7 Years
2 . Spss Program , Quick Books , Peachtree .	Intermeiate	

Languages

Language	Level
1 . English	Good
2 . Arabic	Expert