

# MOHAMMED ABDUSALAM

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Ibb, Yemen

## EDUCATION

<b>Bachelor of Accounting</b>	College of Administrative Sciences, Ibb University, 2022
<b>Diploma in Computer Science</b>	Ibb University, Computer Center, 2022
<b>Diploma in Accounting Systems</b>	Ibb University, Computer Center, 2022
<b>Diploma in English</b>	Wells Academy for Training and Consulting, 2021
<b>Diploma of Approved Administrative Accountant</b>	Tamdeen Training Center, 2021
<b>Diploma in Business Management</b>	Oxford International, 2020
<b>Diploma of Successful Manager</b>	Asas center for training and consulting, 2020

## WORK EXPERIENCE

<i>Position</i>	<i>Company/ Organization</i>	<i>Main Responsibilities</i>	<i>Year</i>
<i>Cost Accountant</i>	Al-Firdous Plus factory for Plastic Industry	<ul style="list-style-type: none"><li>• Collect cost information and maintain expense database.</li><li>• Determine fixed costs (eg salaries, rent, insurance).</li><li>• Plan and record variable costs (eg raw material purchases, operations costs).</li><li>• Review the standard and actual costs of the enterprise.</li><li>• Preparing budget reports (for the organization and for each department separately).</li><li>• Analyze and report the profit margins of the enterprise.</li><li>• Identify and recommend cost-effective solutions and direct the organization's expenses.</li></ul>	1/9/2022 - NOW
<i>Accounting Auditor</i>	Accountant Mohammed Alsamhi, Ibb, Yemen	<ul style="list-style-type: none"><li>• Reviewed the final accounts for commercial companies.</li></ul>	11-12/ 2021
<i>Resident Supervisor</i>	Green Brigade	<ul style="list-style-type: none"><li>• Assisted students with transition to university and residence hall life.</li></ul>	2020 – 2021

	Charitable University, Ibb City, Yemen	<ul style="list-style-type: none"> <li>Helped create a supportive and safe environment for students living in dorms.</li> <li>Planned fun and educational events for all students.</li> <li>Worked to establish and maintain open lines of communication with students, staff, and administrators.</li> <li>Submitted reports on student activities and participation.</li> <li>Conducted weekly meetings with the resident assistants.</li> </ul>	
<i>Volunteer</i>	Yemeni Development Network for NGOs (YDN), Ibb, Yemen	<ul style="list-style-type: none"> <li>Distributed funds to displaced people affected by the civil war.</li> </ul>	30/8- 31/9 2020
<i>Volunteer</i>	Care International, Ibb Yemen	<ul style="list-style-type: none"> <li>Distributed funds and food to people in poor and marginalized areas.</li> </ul>	2019 - 2020
<i>Resident Assistant</i>	Green Brigade Charitable University, Ibb City, Yemen	<ul style="list-style-type: none"> <li>Assisted students with transition to university and residence hall life.</li> <li>Helped create a supportive and safe environment for students living in dorms.</li> <li>Communicated relevant campus and local activities</li> </ul>	2018 – 2019

## PROFESSIONAL TRAINING

COURSES	INSTITUTION	YEAR
○ PROFESSIONAL EMPLOYEE	Sonnaa Al- Qadah For consulting and Training	2022
○ EMERGENCY PREPAREDNESS AND RESPOSE	UNICEF	2022
○ ACCOUNTING TECHNOLOGIES	Maaref Platform	2021
○ VARIOUS ACCOUNTING TECHNOLOGIES		
○ DEFINING GOALS AND DECISION-MAKING		
○ PROJECT MANAGEMENT	Al-Rayyan University Center in partnership with Ift	2021

○ MODERN ADMINISTRATIVE METHODS	Sonnaa Al- Qadah For consulting and Training	2020
○ OPERATIONAL AND STRATEGIC PLANNING PROGRAM FOR ORGANIZATIONS		
○ LEADING PERSONALITY		
○ SUCCESSFUL MANAGEMENT SKILLS	Asas Center for Training	2020
○ LEADERSHIP AND ADMINISTRATIVE SKILLS		
○ COURSE IN EXECUTIVE SECRETARY AND OFFICE MANAGEMENT	Oxford International Institute	2020
○ ASPHERE STANDARDS		
○ HUMAN DEVELOPMENT	Al Hamdi Development	2020
○ COURSE IN INFECTION CONTROL		
○ LOGISTICS MANAGEMENT IN COMPANIES AND ORGANIZATIONS	Al-Rayyan University Center in partnership with Ift	2020
○ ORGANIZATIONAL PROJECT MANAGEMENT		
○ SELF-MARKETING	Wells Academy for Training and Consulting	2020
○ BUSINESS MANAGEMENT	Leaders' Training Makers	2020
○ PROFESSIONAL MARKETING	Human Life Relief Foundation	2020

## SKILLS AND HOBBIES

- Microsoft Office (Word, Excel, PowerPoint, and Access)
- Preparing Financial Reports.
- Designing Financial Regulations.
- Working under any circumstance.
- Networking, negotiating, and solving problems.
- Working on initiatives individually and as part of a team.
- Excellent conceptual and analytical skills.

**Hobbies:** Creative Writing, reading, travelling, hiking, biking, and playing football (soccer)

## LANGUAGES

- **Arabic:** Native Language
- **English:** Advanced

## REFERENCES

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\* More references are available upon request.