

## **CURRICULAM VITAE**



**Sharaf Abdelrhman Ashag Ahmed**

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### **OBJECTIVE**

To associate with an innovative and vibrant organization, this allows me to put my competencies to the best use, to add value to the organization and contributes to my overall growth as an individual.

### **MAJOR RESPONSIBILITIES**

- Self starter, Fast learner, Active team member, mentor and has demonstrated multi tasking capabilities.

### **EDUCATIONAL QUALIFICATION**

- (M. Sc.) in Economics, with GRADE (Excellent) on 17th July 2012 - Omdurman Islamic University
- Bachelor of Science (Honors) in Economics and Rural Development on 20th June 2000 - University of Gezira
- Diploma - Accounting Technicians - ACPA on 03 October 2013

### **COMPUTER SKILLS**

MS Office, MS Excel and Internet Applications, Windows operating system  
SAP, ERP, SMACC.

### **EXPERIENCE 14 YEARS**

- Total Professional experience of 15 Years In T&D & Sales & Maintainers of Cars & General Contracting.
- 10-year Overseas experience at Saudi Arabia In Transmission, Cable projects & General Contracting.
- 05 Year domestic experience in Sales & Maintainers of Cars.  
**having vast experience in Transmission/Cable up to 380KV line.**

**1. Company Name : Yousef Deleabeh Al-Mehmadi Est., Saudi Arabia**

- Department : Commercial Department
- Designation : Sr Commercial officer
- Duration : Sept-2018 to as on Present
- Projects : Transmission line up to 380KV  
: Under Ground Cable Project 110KV

### **Job responsibilities- Commercial Officer:**

- Preparation of MIS & Monthly/Yearly Budget,
- Preparation of Cash book & Bank Vouchers and Handling of Petty Cash of routine transactions.
- Bank Reconciliation on Daily Basis,
- Dealing with basic book keeping & Maintaining for cash book and bank book.
- Preparation of Journal Voucher in **SMACC**.
- Accounts Payable and Accounts Receivable
- Making RA Bill & Follow up for payment from Client.
- Certification of Sub-contractor's Invoice & maintain his Statements.
- Preparation of Purchase Orders for procurement of Civil/line materials and outsourcing of construction works,

- Negotiating and finalization of vendor agreements and other contractual agreements like Hiring of vehicles, machinery, office, store and guest houses.
- Ensuring Timely Payment of **VAT** based on Works Carried Out.
- Material Entry in SMACC, Purchase Order Creating
- On Line Vouching journal ledger on Through **SMACC**,
- Monitoring & Controlling of Store Expenses & activities,
- Other Office Works (Project Reconciliation with Client & Sub - Contractor),
- Reporting to Commercial manager and Head office
- Retention payment issuing timely with client
- Monitoring of Trail Balance every month end

## 2. Company Name : KEC International Ltd, *Saudi Arabia*

- Department : Commercial Department
- Designation : Sr Commercial officer
- Duration : Aug-2013 to Aug -2018
- Projects : Transmission line up to 380KV  
: Under Ground Cable Project 110KV

### Job responsibilities- Commercial Officer: -

- Having around 5 years experience in **ERP**
- Having 6 Month experience in SAP (H4 Hana)
- Preparation of MIS & Monthly/Yearly Budget,
- Preparation of Cash book & Bank Vouchers and Handling of Petty Cash of routine transactions.
- Bank Reconciliation on Daily Basis,
- Dealing with basic book keeping & Maintaining for cash book and bank book.
- Preparation of Journal Voucher in **SAP/ERP**.
- Accounts Payable and Accounts Receivable
- Making RA Bill & Follow up for payment from Client.
- Certification of Sub-contractor's Invoice & maintain his Statements.
- Preparation of Purchase Orders for procurement of Civil/line materials and outsourcing of construction works,
- Negotiating and finalization of vendor agreements and other contractual agreements like Hiring of vehicles, machinery, office, store, and guest houses.
- Ensuring Timely Payment of **VAT** based on Works Carried Out.
- Material Entry in ERP, Purchase Order Creating
- Online Vouching journal ledger on Through **ERP**,
- Monitoring & Controlling of Store Expenses & activities,
- Other Office Works (Project Reconciliation with Client & Sub - Contractor),
- Reporting to Commercial manager and Head office
- Retention payment issuing timely with client.
- Monitoring of Trail Balance every month end

## 3. Company Name : MIG Group, *North Sudan*

- Department : Accounts Department
- Designation : Accountant Officer
- Duration : July, 2008 to Aug, 2013
- Company type : Sales & Maintainers of Cars.

### Job responsibilities-

- Bank Reconciliation on Daily Basis,
- Dealing with basic book keeping & Maintaining for cash book and bank book
- Preparation of Journal Voucher in **ERP**.
- Accounts Payable and Accounts Receivable
- Making RA Bill & Follow up for payment from Client.
- Certification of Sub-contractor's Invoice & maintain his Statements.

- Preparation of Purchase Orders for procurement of Car/ Spare parts and maintenance
- Negotiating and finalization of vendor agreements and other contractual agreements like Hiring of vehicles, machinery, office, store and guest houses,
- Ensuring Timely Payment of **VAT** based on Works Carried Out.
- Spare parts Entry in ERP, Purchase Order Creating.
- Online Vouching journal ledger on Through **ERP**.
- Monitoring & Controlling of Store Expenses & activities,
- Other Office Works.
- Reporting to Commercial manager and Head office.
- Retention payment issuing timely with client.
- Monitoring of Trail Balance every month end.

## **Work Profile.**

- Making in Accounts Saving & Preferred Account.
- Making in current Accounts.
- Making on Home Loan & Car Loan.
- Selling product specifically.

## **Hobbies**

- Basket ball.
- Food ball.

## **Personal details:**

Name : Sharaf Abdelrhman Ashag Ahmed  
 Father's Name : Ahmed  
 Gender : Male  
 Date of Birth : 01-01-1979  
 Marital Status : Married  
 Nationality : Sudani  
 Passport No : **P06396228**  
 Current Address : 3734 Al Amir Muhammad Ibn Abdul Aziz Branch – Al Faisaliyah - Jeddah - KSA

## **DECLARATION**

I do hereby confirm that the information given in this form is true to the best of my knowledge and belief.

DATE:18-04-2024  
 Place: Saudi Arabia

**Sharaf Abdelrahman Ashag Ahmed**