

# Mohammed Abdullah

Goal-focused, creative, fast learner, professional Accounting clerk.

## WORK HISTORY

**Savana Tax consultant and Accounting – Accounting Clerk**  
*Al Ain, UAE - 12/2020 - Present*

- Managed entire accounting cycle, payroll, AR & AP management, handled bank reconciliation and closing process for several companies.
- Partnered with auditors on annual audit and confirmed compliance with governmental tax guidelines.
- Prepared and submitted VAT returns.
- Performed sales and marketing tasks.

**Afaq Alain Tax Consultant and bookkeeping – Accounting Clerk**  
*Al Ain, UAE - 09/2019- 11/2020*

- Managed entire accounting cycle, payroll, AR & AP management, handled bank reconciliation and closing process for several companies.
- Partnered with auditors on annual audit and confirmed compliance with governmental tax guidelines.
- Prepared and submitted VAT returns.
- Performed sales and marketing tasks.

**Target 1 Car accessories – General Accountant**  
*Sharjah, UAE - 07/2018 - 08/2019*

- Managed entire accounting cycle.
- Managed and reconciled Accounts (Bank Ac, AR & AP).
- Prepared and submitted VAT returns.

**Emara trade limited – General Accountant**  
*Khartoum, Sudan - 03/2017- 06/2018*

- Managed entire accounting cycle.
- Managed and reconciled Accounts (Bank Ac, AR & AP).
- Prepared and submitted VAT returns.

**Energy patterns contracting – Accountant**  
*02/2016 - 02/2017*

- Performed bookkeeping activities.

## LANGUAGES

Arabic - Native Speaker.  
English - Advanced.



## PERSONAL INFORMATION

**Mobile:** +971558648575.  
**Nationality:** Sudanese.  
**Date of birth:** 02/03/1990.  
**Email:** m.uaellc@gmail.com  
**Address:** Abu Dhabi, UAE

## SKILLS

- Bookkeeping
- Taxation.
- AR & AP Management.
- Bank reconciliation.
- Payroll.
- Accounts Reconciliation.
- Closing Processes.
- Financial reporting.
- Inventory management.
- MS office Excel & word.
- Fast learner.

## EDUCATION

**Diploma in Commerce**  
Al Mudathir Institute - 12/2011  
Sudan

**Diploma in accounting software**  
Gezira University – 06/2014  
Sudan

**Diploma in English**  
ICBT - 09/2013  
Sri Lanka

**English course**  
British Council - 07/2013  
Sri Lanka.

**Quality control Engineering**  
Gezira University – 03/2013  
Sudan

**ACCA - Professional Certificate**  
LSBF/UK - Present  
UAE