

# AWAB MAHMOUD

ACCOUNTANT



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Emirates



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mahmoud



## Education

(May 2017)

### DIPLOMA DEGREE ACCOUNTING

At Naional Ribat University  
– Khartoum, Sudan

## Key Skills

- Fluent Arabic & English languages.
- Proactive and co-operative.
- Efficient role player in teamwork.
- Perform multi-tasking under pressure.
- Excellent communication skills.
- Computer skills: (MS office, SPSS).
- High level of quick learning traits.
- Fast data entry.

## Profile

I am a confident and reliable employee In accounting and administration. Looking for a position where I can utilize my knowledge and skills and seeking to work in a setting that will dare me extra at the same time as Allowing me to add to the sustained enlargement and achievement of the organization. I have proven ability to record financial Transactions, summarizing, analyzing and Reporting as well as having an eye for Details.

## Professional Experience

### *Patient Relations Executive*

Health Hub Alfuttaim – Dubai, UAE

MAR 2021

– Present

- Provides a high level of customer service to the patient
- Interacts with clients with professional and personal manner
- Manage up-to-date clinic income records.
- Invoicing the services as per the agreed prices.
- Billing patients for medical services.
- Registration and medical insurance.
- Lab team member in Covid-19 drive thru project.

### *Customer Service Representative*

Turco Vision Company– Khartoum , Sudan

JUN 2019

– MAY 2020

- Maintains clients schedule at company that have pre- scheduled appointment times.☒
- Communicates effectively with clients regarding the information that is needed.☒
- Makes recommendations and implements process improvements.☒
- Responds to urgent customer needs in a timely and professional manner.☒

### *Accountant*

TUBO For Investment CO.LTD – Khartoum , Sudan

JUL 2017

– JUL 2019

- Preparing accounts and tax returns and Monitoring spending and budget.
- Auditing and analysing financial performance and Financial forecasting and risk analysis
- Compiling and presenting financial and budget reports and ensure that financial statements and records comply with laws and regulations.
- Keeping account books and systems up to date.