

SULEIMAN MAHMUD

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Dubai, UAE



OBJECTIVE

A suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where I'm Encouraged and permitted to be an active participant as well vital contribute on development of the company.

EDUCATION

Certificate of ICDL

Buruburu Institute of Advance Technology, Nairobi, Kenya
Jan 2010 – Aug 2010

Administration certificate in Mass Communication

Nairobi Aviation College, Nairobi, Kenya
2005 – 2006

Secondary Education (A' Level)

Manafwa High School, Mbale, Uganda
2003 – 2004

Lower Secondary Education (O' Level)

Muguga High School, Kikuyu, Kenya
1998 – 2001

Primary Education

Toi Primary School, Nairobi, Kenya
1989-1997

EXPERIENCE

AR/AP Accounts Receivable

Oleander Flowers (UAE)

Feb 2013 – Oct 2018

- Posting customer payments by recording cash and cheques transactions through accounting system (Peachtree and Sage).
- Update receivables by totaling unpaid invoices, maintaining records by microfilming invoices, debits and credits.
- Verifying validity of Accounts discrepancies by obtaining and investigating information from various departments and resolving valid or authorized deductions by entering and adjusting entries.
- Resolve collections by examining customer payment plans, history and finally follow up by contacting customers.
- Adding data entry and summarizing receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verify totals; preparing report.

Machine Operator & Escort Personnel
Otieno Odongo and Partner (Kenya)
July 20019 – Jan 2011

- Appointed by the government on Axle Load Management Program i.e. this is weighing of trucks to observe wear and tear of the road

Voice Account (Inbound Call)
KenCall EPZ Limited (Kenya)
April 2007 – April 2009

- Worked as a customer service representative (CSR) and data management on a Swahili account, an Award-winning call center which is non-European.
- Successfully passed Ken Call Management course by completing their 6 months training, gained advanced understanding in data entry and management and key supervisory principles that are necessary for effective management in any organization.
- Attained a certificate of Fire awareness training, by G4S firefighting team.



SKILLS

- Data entry and management including analysis and recording of information from the camera to the workstation (VTR)
- Creative freelance decorative designing through use of sprays
- Telecommunications & telemarketing (handling of clientele through the phone).
- General accounting using accounting systems (Peach tree and Sage) and also book keeping.

PERSONAL INFORMATION

Date of birth : 14/06/1982
Gender : Male
Nationality : Kenyan
Marital Status : Married
Language Known : English, Swahili, Nuba
Passport No : AK0420986
Visa Status : Visit Visa

DECLARATION

In the above facts are true and correct to the best of my knowledge. If you could give a chance to work with you, I assure that I will discharge my duties to the entire satisfaction of your organization.

SULEIMAN MAHMUD