

MAAZ ABDELMONEAM ELATA

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DAMMAM - SAUDI ARABIA

1. PROFESSIONAL SUMMARY

- Dedicated and dynamic accountant with over 8 years of professional experience providing exceptional service and ensuring customer satisfaction.
- Highly proficient in preparing financial statements, conducting audits, reconciling bank statements, implementing internal controls and compliance measures, analyzing data, and maintaining accurate financial records.
- Demonstrates strong interpersonal skills, including effective communication, problem-solving, and time management abilities, as evidenced by successful performance in various leadership and administrative roles.

2. PERSONAL INFORMATION:

- **Nationality:** Sudan
- **Gender:** Male
- **Date of Birth:** Aug 1989
- **Marital Status:** Married

3. EXPERIENCE

General Accountant | Feb 2024 – Present
FTE Logistics | **Dammam, KSA**

- Manage all accounting transactions and prepare budget forecasts
- Publish financial statements in time and handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

Branch Universal Teller | Jun 2016 – Dec 2023
Bank of Khartoum | **Khartoum, Sudan**

- Greeted customers warmly, answered their questions, and handled transactions efficiently to build positive rapport.
- Processed cash withdrawals, deposits, checks, and other teller functions
- Assisted customers in opening new accounts, guiding them through the application process and collecting necessary information.
- Identified customer needs and recommended suitable bank products and services to increase satisfaction and achieve sales goals.
- Maintained a secure environment by following strict cash handling procedures and security protocols.

Accountant | Feb – Aug 2012
Umsalal Travel and Tourism Agency | **Khartoum, Sudan**

- Managed all accounting transactions and prepared budget forecasts
- Published financial statements on time
- Handled monthly, quarterly, and annual closings
- Reconciled accounts payable and receivable and ensured timely bank payments
- Managed balance sheets and profit/loss statements
- Audited financial transactions and documents
- Reinforced financial data confidentiality and conducted database backups when necessary
- Complied with financial policies and regulations

4. QUALIFICATIONS

- | | |
|---|---------------|
| - High Diploma (MBA program)
Al Neelain University - Khartoum, Sudan | December 2016 |
| - Bachelor's Degree in Business Administration
National Ribat University - Khartoum, Sudan | 2012 |

5. QUALIFICATIONS

- Customer Experience Management (January 28, 2020)
- Customer Experience (January 2020)
- Excellence in Serving the World (July 30, 2017)
- Basics of Banking Work (January 6, 2016)
- Anti-Money Laundering (AML/CFT) (August 2017)
- English Language, Cambridge University (August 2014)

6. IT SKILLS

- Advanced Microsoft Office
- Internet & E-mailing
- English & Arabic Typing

7. INTERPERSONAL SKILLS

- Team Leadership
- Negotiation
- Responsibility & Commitment
- Initiative
- Reliability and professional integrity
- Communication and interaction
- Collaboration and teamwork spirit
- Classroom Conflict Resolution
- Organizational skills

8. LANGUAGES

- Arabic: Mother Tongue
- English: Good