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CV for: Khalid Al-Aqied

Personal Information

- Marital Status: Married
- Nationality: Sudanese
- Date of Birth: March 3rd, 1966
- Place of Birth: Omdurman, Sudan

Education

➤ **1992 Lucknow University Lucknow, U.P., India**
Bachelor of Arts
 Economics, Political Sciences

Summary of qualifications

➤ **1992 Bureau of Information Technology Studies (BITS) Lucknow, U.P., India**
Diploma in Computer Studies
 One year Post Graduate Diploma in Computer Studies

➤ **1992 Bureau of Information Technology Studies (BITS) Lucknow, U.P., India**
AutoCAD (Auto Computer Aided Design)
 Completed AutoCAD Package (awarded certificate)

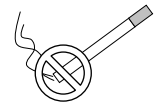
➤ **1992 Urdu Academy Lucknow, U.P., India**
Urdu Language
 Completed six months Urdu Language course (awarded certificate)

Languages

Arabic / English (read, written, spoken, and understood) + Urdu

Other Personality Features

- Obedient
- Interest to learn, develop and customer focused
- Ability to work in multicultural environments and have respect for diversity
- NON-SMOKER



National Service

Cleared.

DL

Holding valid Sudanese Driver's License.

Computer Skills

- Good working knowledge in computers in both Arabic and English languages using Microsoft Office Programs i.e. Word, Excel, Access, Outlook, Power Point, Publisher, etc.
- Fair knowledge using WINGS (software used in the WFP).
- Fair knowledge using "Field Accounting System" software (FAS) (software used in the FAO).
- Fair knowledge using "Country Office Information Systems" software (COIN) (FAO).
- Entry/checking, import/export, analysing of data, printing reports, etc...
- Use of E-mail for correspondence, internet, and mail merge, in addition to several other services.
- Knowledge of online procurement procedures and creation of PRs/POs

Signature

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Date

Wednesday, April 4th, 2018

References

- | | | |
|-------------------------------------|--------------------------|-----------------|
| ▪ Mrs Lana (FAO) | Tel.: +249(0) 183-744980 | Khartoum, Sudan |
| ▪ Mr. al-Amin Jaafar (WFP) | Tel: +249(0) 183-248001 | Khartoum, Sudan |
| ▪ Mr. Dawit Mahray (DM Engineering) | Tel: +249(0) 912454349 | Khartoum, Sudan |
| ▪ Mr. Adam Musa (NF Energy) | Tel: +249(0) 183-263834 | Khartoum, Sudan |
| ▪ Mr. Yaseen Ghulam (Alwaha Hotel) | Tel: +966-2-6710003 | Saudi Arabia |
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Work experience: **⌚ DTC (Dubai Translation Center)** **Khartoum, Sudan**
January 1st, 2015 to date
Translator

Worked with the DTC in the capacity of Translator:

A brief summary of the duties and responsibilities is as below:

- ⌚ In addition to all the tasks listed in “tasks common in all positions” below...
- ⌚ Translator:
- ⌚ Translation of all documents received from English to Arabic and from Arabic to English as per the specified formats provided by the company.
- ⌚ Designing of any type of format, in case it is not already designed.
- ⌚ Filling-up of formats as part of the translation tasks.
- ⌚ Any other related duties as assigned.

Work experience: **⌚ FAO (Food and Agriculture Organization of the United Nations)** **Khartoum, Sudan**
December 24th, 2008 to Feb. 23rd, 2009, then from June 14th, 2009 to January 31st, 2011 with mandatory breaks in between as per the terms and conditions of a PSA contract type
Finance Assistant

Worked with the FAO in the capacity of Finance Assistant:

A brief summary of the duties and responsibilities is as below:

- ⌚ In addition to all the tasks listed in “tasks common in all positions” below...
- ⌚ Finance:
- ⌚ Maintain contact with local banks for verifying accounts status, collecting bank statements, verifying currency exchange rates, deposit/withdraw/transfer of cash/cheques, account procedures and similar direct transactions.
- ⌚ Processing payments procedures of invoices, letters of agreements, etc.
- ⌚ Entry/checking of daily finance transactions.
- ⌚ Management of petty cash and checking of receipts and supporting vouchers.
- ⌚ Revision of financial documents to verify/correct any errors/modifications ensuring compliance to existing financial rules and regulations of the organization.
- ⌚ Make computations, cost estimates, entitlements and expenditures control against commitments, initiate, update and track computer assisted processing for financial or related categories of action.
- ⌚ Computation of DSA, and advances for payments.
- ⌚ Bank reconciliations in USD and SDG currencies.
- ⌚ Typing of cheques, handing-over to beneficiaries, etc.
- ⌚ Prepare correspondence of administrative and financial nature, draft correspondence to verify data, answer queries, and obtain additional information on transactions and financial matters.
- ⌚ Preparation of monthly UN exchange rate report to treasury.
- ⌚ Support the administration of personnel and office equipment.
- ⌚ Review purchase requisitions, local orders, letters of agreements and contracts and issue related documents.
- ⌚ Designed new forms for DSA calculations, overtime calculations, etc.
- ⌚ Create, maintain, and manage a database in Access of all letters of agreements to monitor dates of commencement, expiration, payments, addendums, and all information related to the LOAs.
- ⌚ Participate in the opening panels of the procurement department.
- ⌚ Any other related duties as assigned.

Work experience: **⌚ WFP (World Food Programme)** **Khartoum, Sudan**
October 10th, 2005 to July 31st, 2007
Administrative Assistant

Worked with the WFP in the capacity of Administrative Assistant:

A brief summary of the duties and responsibilities is as below:

- In addition to all the tasks listed in “tasks common in all positions” below...
- ⌚ Administrative/Logistics (Darfur, NFI Dispatches, Fuel,):
- Assigned the duties and responsibilities of the WFP Guest houses/facilities management in Nyala, South Darfur i.e.: accommodation; reservations; maintenance; vehicles; utilities: water/electricity/etc.
- Handling of booking requests and assisting in travel protocols procedures.
- Assigned the duties and responsibilities of the transport section in Nyala, South Darfur
- Issuing fuel to drivers and preparing accurate fuel reports
- Checking drivers vehicles log books, and commenting on the performance of the drivers
- Took charge of the Registry and initially implemented the Electronic Registry Management Programme

- Handled the pouches and mail
- Designed new forms for several activities i.e.: courier services, pouches, dispatches; etc.
- Sorted all keys of the office premises and introduced the key cabinets
- Prepared comparative studies about courier services offers to determine the more cost effective service
- Took charge of the Dispatches unit i.e. preparing waybills, packing lists, tagging, gate passes, etc.
- Dispatching items to destinations i.e. supervising/checking/inspecting trucks loading/offloading, etc.
- Follow-up on dispatch/receipt of all materials
- Designed/managed/maintaining database for all lease agreements/reports
- Keeping tracking sheets for all administrative activities/dispatches/reports/etc.
- Analyzing reports data and producing reports
- Preparing PRs (Purchase Requests) / POs (Purchase Orders) in liaison with all the other units
- Furnishing prices from suppliers.
- Receipt of invoices; GRNs; payment requests; etc.
- Supervise loading/offloading and transport of items from WFP warehouse to shipping points
- Receiving shipped items/sign documents/confirm quantities; specifications; etc.
- Setup the Archive system for the Country Office
- Any other related duties as assigned.

Work experience:
May 1st, 2004 to
October 9th, 2005

☞ **DM Engineering Co. Ltd.**

Khartoum, Sudan

Administrative Assistant

Worked as Administrative Assistant for DM Engineering Company Ltd., a then newly established German company concerned with the Airfield Lighting Systems and (partly representing Siemens in Sudan):

A brief summary of the duties and responsibilities is as below:

- In addition to all the tasks listed in “tasks common in all positions” below...

☞ Logistics/Administrative:

- Helped in the establishment of the office: installation of new telephone lines, post box, internet connections, and company registration
- Receiving of company guests at airport, orientation tours, etc.
- Helped in the preparation of seminars, meetings, etc.
- Read daily press: select/translate topics of interest to company/business
- Any other related office / administrative duties as assigned

☞ Accounting:

- Bank transactions: deposit/withdraw/transfer of cash/cheques and account procedures
- Entry of all income/expenses and producing reports to Company Manager
- Calculation/payment of staff wages/salaries/leaves
- Payment of utilities invoices: electricity/telephone/etc.
- Sort/check invoices

Work experience:
April 20th, 2002 to
February 28th, 2003

☞ **NF Energy, SDN BHD**

Secretary / Accountant

Worked as Secretary/Accountant for the Country Manager of NF Energy, SDN BHD (a Malaysian contracting company operating in Sudan, concerned with the Oil Field Surface Facilities). Job responsibilities diversified according to the requirements of the projects:

A brief summary of the duties and responsibilities is as below:

- In addition to all the tasks listed in “tasks common in all positions” below...

☞ Logistics/Administrative:

- Liaise with the local suppliers re procurement of materials
- Coordinate with site engineers re required materials
- Check materials and prepare waybills and delivery orders for the trucks bound to work site (Unity State)
- Coordinate with site supervisors to confirm arrival and receipt of mobilized materials
- Handling office correspondence and communication through computer and radio
- Any other related office / administrative duties as assigned

☞ Accounting:

- Entry of all income/expenses and producing reports to Country Manager
- Prepare/check invoices for submission to Greater Nile Petroleum Operating Company (GNPOC)
- Follow-up payment of invoices

Work experience:
March 3rd, 1993 to

☞ **Kandara Palace Hotel *******

Jeddah, Saudi Arabia

October 10th, 2001

- ☉ Waha Hotel **** Jeddah, Saudi Arabia
- ☉ Waha Hotel *** Makkah, Saudi Arabia
- ☉ Al Waha Hotel for Umra Services Jeddah, Saudi Arabia
- ☉ The Derby Hotel **** (*) London, United Kingdom
- ☉ Derby Eiffel Hotel **** Paris, France

Personal Assistant

Worked as Personal Assistant for the proprietor of the above listed hotels during the period mentioned above. Job description diversified according to the shifting of the location of the Proprietor's office which took place several times leading to extra duties being assigned to my prescribed job description...normally the duties of the Director of Operations or Hotel Manager were added to my other duties... all handled satisfactorily.

A brief summary of the duties and responsibilities is as below:

- In addition to all the tasks listed in "tasks common in all positions" below...

☉ Administrative:

- Took charge of the Personnel Department in absence of the Personnel Manager
- Helped with the Sales Department in Business development and sales activities
- Any other related office and administrative duties as assigned

☉ Accounting:

- Furnishing and comparing invoices
- Procurement of office requirements
- Sorting invoices, prepare expenses lists, and reports
- Helped in the preparation of budgets in cooperation with the Financial Controller
- Helped in the preparation of profits and losses reports in cooperation with the Financial Controller

Tasks common in all positions

- Handling of office and business correspondence
- Handling of telephone: making calls, taking messages
- Receipt/scanning/distribution of mail: personal, office, and other projects
- Letter/memo drafting/typing and distribution
- Arrange and call for the meetings of the Board of Directors
- Taking notes of meetings and distribution to all concerned departments/individuals
- Translation: English Arabic
- Maintaining files and records
- Maintaining office inventory
- Monitoring stocks of consumables: stationary, toners, tapes, etc. and reorder of supplies
- Coordination
- Dispatch work
- Assisted in the recruitment process: propose/select new candidates for approvals
- Filing: using MS Excel (naming files, files cabinets, and using reference numbers)
- Ability to operate modern office equipment i.e.: PCs, printers, fax machines, photocopiers, scanners, digital senders, calculators, typewriters, intercom...

(*)

I was the person directly authorizing works and payments for the modification of and renovation works of the (the Derby Hotel) (4 star, 25 rooms) in London (of course as per the instructions of the proprietor) the total estimate of the project was 1.2 million Sterling Pounds. The hotel is operational since February 1998, and is fully occupied around the clock.

(The time gaps between some of the work experiences were due to starting my own business like a private restaurant, students' services shop, etc.)