CURRICULUM VITAE

Abdullahi Yusuf Mohamed

I am a self-motivated, hardworking, and goal-oriented individual with strong leadership qualities, a team player with great inter-personal skillsand have a passion for excellence.
I also have the capacity to work under pressure with minimum supervision and meet tight deadlines, good analytical and problem- solving skills as well as committed to continuous learning and development.
I've skills and capacity of Computer technician, installing programs and troubleshooting of computer.
A bright and talent Business administration graduate, who is looking to join a commercially focused, forward thinking company excellent business communication with an ability to interpret and communicate business.

Contact

Address:
Dharkenley -Mogadishu -Somali

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Languages

Somali – Native
English – Good
Arabic -- Good

Hobbies

1. Travelling
2. Creating Ideas/Jobs
3. Social/Charity Work, Reading, Travelling and Making friends

Skills

- Team work
- Teacher training
- Effective leadership seminars

Experience

1.Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.

2. Check to ensure that appropriate changes were made to resolve customers' problems.

3. Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well æactions taken.

4. Resolve customers' service or billing complaints by performing activities such as exchanging merchandiser funding money, or adjusting bills.

5. Complete contract forms, prepare change of address records, or issue service discontinuance orders, using computers.

6. Production and maintenance of annual budgets and cashflows.

7. Production of monthly finance management reports for the Board.

8. Administration of expense.

9. Maintenance of computerized general ledger, cashbook, and cashflows

10. Monthly bank reconciliation bank with general ledger and donations database.

Education

DATE	INSTITUTION	CERTIFICATE
2019-2020	Client care	Computerized Account
2019-2024	Green hope university	Bachelor Account and finance
2008-2020	Al Safa School	Primary and secondary certificate

Reference

1. **Hassan Abdi Aden**
Finance Director, Deeqa Construction and water well drilling ltd
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2. **Ahmed Ali Mohamed**
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