

## AHMED IBRAHIM KASHIF

Arkaweet , opposite Sudan Heart Centre - Khartoum – Sudan.

+249 0912971348 ▪ [ahmedkashif123@yahoo.com](mailto:ahmedkashif123@yahoo.com)

Arkaweet ,Nakheel Street Ext.

### Objectives

Management development, Strategic Planning Manager, Business Consultant, HR Consultant, Business and Market Research,, Consultant and Analyst -Training Expert and Training Consultant.

### Education

University of Poona - India

**March 1991**▪ Master Degree in Entire Economics

### Experience

**Executive Manager** ▪ August 2019 – Current Job

Saba Training Center▪ Ekhwa Building – Khartoum – Sudan.

### Achievements:

Planned and set targets for Training Programs, prepared Financial and Accounting measures and the budget, Prepared and kept data of Instructors (Database) of their C.Vs, specialisation,etc.), designed feedback Forms for the trainees to know their opinions about the Course, Instructor, material and delivery of training sessions, etc...

**Senior Finance Officer**▪ April 2017 – December 2017

Global Fund – Project Management Unit (PMU) – Federal Ministry ofHealth ▪ Nile *Avenue* \_  
*Federal Ministry of Health – Khartoum – Sudan.*

### **Achievements : under Health Strengthening system of the Federal Ministry of Health:**

I prepared excel sheet for verifying fund clearance for Programs implemented by implementing Units (IUs), helped in preparation and review of the budget and verification of post program financial and project reports.

**Head of Planning and Cost Control Unit –Consultative Office** ▪ January 2013 – May2015  
Jarash International Specialized Hospital. Jereif West – Siteen Street – Khartoum –Sudan.

**Achievements: In Finance and Accounting:**

- I planned Financial Control mechanism to monitor expenses process cycle and to monitor financial performance.
- I prepared cash Forecast to meet cash requirements and avoid cash shortage.
- Revised departmental budget and traced and corrected all discrepancies.
- I prepared cost centers for the hospital departments.
- I made Financial Analysis and interpretation: (balance Sheet, Income Statement, Statement of Cash Flow) and generate financial report.

**Achievements:In HR Management and Performance: prepared the following:**

- Nurse assignment schedule with the chief Nurse.
- Staff assignment and shift schedule.
- Staff attendance system report and pay sheet.
- Hospital staff capacity and prepared study for staff recruitment according to needs.
- I designed opinion feedback Form for patient and co patient on Hospital overall services.

**Head of Purchases and Stores Department** ▪ January 2010 – December2012

Jarash International Specialized Hospital. Jereif West – Siteen Street – Khartoum –Sudan.

**Achievements:**

- Helped all departments to prepare their purchases budgets.
- Qualified Vendors and Prepared vendor list.
- Established goods Stores and sub stores (Medicine and medical supplies, kitchen material and tools, cleaning materials and tools, Staff uniforms, Stationery materials etc...) and set control plan for movement of goods between main store and sub stores).
- Designed stores status reports.

**National Training Expert – Part Time**▪ August 2013 – Still working in 2021  
Petroleum Training Centre- Ministry of Petrol and Gas ▪ 61 Street -Amarat–  
Khartoum – Sudan.

**Achievements:**

I prepared the following:

- Training plan, Prepare training materials and Training Presentation.
- Prepare PPT with explanation with suitable examples.
- Check the Training Room and presentation tools (Overhead Projector for data show) and lights, seating arrangement, etc...
- List Terminologies in English with Arabic explanation.
- The daily session presentation plan and make scope for in - class discussion.
- Program closing design.
- Participants assessment report.

**Part Time job - National Training Expert** ▪ March 2013 – up to date

Senior Training Institute ▪ Souk Araby – Khartoum - Sudan.

**Job Role:**

Delivered the following Training Programs:

1 / Strategic Planning,

2 / Management of NGOs.

3 / Selling Skills, Negotiation Skills.

4 / Expert and Creative Manager.

**Free-lance jobs**▪ March 2011 – up to date

**National Instructor.** Self-employed – Khartoum - Sudan.

**Programs & Workshops implemented:**

**1 .** Accounting and Financial Management, Marketing, Research design and Data Analysis, Planning and Business evaluation.

**2 .** Workshops in the specialization of Business and Finance, Planning and Management of Human Resources, Administrative and Supervisory roles of the heads of sections and departments, Preparation of Technical and Economic Feasibility Studies and project Feasibility Study, Project Assessment.

**3 .** Cost Analysis, preparation of Budgets and business valuation.

**1. Accounts Payable Revision Contract** ▪ February 2019 – March 2019  
Sahara Mining Company▪ Kafoury City – Khartoum North (Bahry) -- Sudan

I was assigned the job of verifying all account payables of the company (Local Suppliers and international Suppliers) on contract basis from the period 2015 to 2019 -2020 and I performed the following job roles:

- Classified international Creditors by Country and the assigned account to each Creditor.
- Tracked accounts by Bills and dates and goods purchased (spare parts and other Materials used in extracting gold from rocks and sands.
- Classified local Creditors by goods supplied.
- Prepared Credit Reports by dates (closed every year alone) for both Local Suppliers and International Suppliers in two separate box files.
- Prepared total Credit Reports in Local Currency and International Currencies.

**Part Time Lecturer and graduation projectSupervisor**▪ June 1998 – July 2009

Computerman College for Computer Studies ▪ Erkawete - Africa Street - Khartoum - Sudan.

**Job Role:**

- Check Topics to be taught at the specified department (IT and Computer Science Dept.).
- Prepare sub –topics study material and objectives and verify data sources.
- Prepare teaching plan.
- Prepare teaching materials.
- Guide graduate students throughout their graduation projects and help them in analyzing their collected data.

I taught the following courses:

- 1 / Human Organizations.
- 2 / Organizational Behavior.
- 3 / Human Resources Management.
- 4 Business Policies and Strategic Management.
- 5 / Advanced Topics in Business
- 6 / Accounting.
- 7 / Operations Research.
- 8 / knowledge, logic and Reasoning Methods.
- 9 / Marketing Management

**Part Time Lecturer**▪ June 2009 – December 2012

College of Medical Sciences and Technology ▪Al Riyadh – Khartoum- Sudan.

I taught the following courses:

- 1/ Financial Management for NGOs.
- 2/ QuickBooks for NGOs

**Part Time Lecturer**▪ May 2009 – October 2012

Garden City College ▪Garden City – Khartoum- Sudan.

I taught the following course:

- 1/ QuickBooks

**Part Time Lecturer**▪ August 2009 – July 2012

Jordanian – Sudanese College of Technology ▪Al Amarat –Khartoum- Sudan.

I taught the following course:

- 1/ QuickBooks

### **Skills**

1. Planning and Financial analysis and market studies.
2. Data Analysis using SPSS
3. Human Resource Planning and Management, determining need for training and post training assessment.
4. Problem analysis.
5. Financial data analysis and interpretation.
6. Propose new ideas for business development.
7. QuickBooks.

### **References**

- 1/ Emad Ibrahim Mohamed ,General manager :jarash International Specialized Hospital – Khartoum – SudanMobile. : +249 123556500–[emdkashif@yahoo.com](mailto:emdkashif@yahoo.com)
- 2/ Hassan Mohamed Mokhayar : Head of Finance and Administration Department - Petroleum Training Centre– Khartoum – SudanMobile. : +249 116444446 - [info@ptc-sudan.com](mailto:info@ptc-sudan.com)
- 3/ Mohamed Ibrahim :Legal Consultant - Alnahda Medical College – Khartoum – SudanMobile. : +249 912247878 -[info@nahda.edu.sd](mailto:info@nahda.edu.sd)
- 4/ Sid Ahmed Mohamed – National Training Expert – Instructor– Petroleum Training Centre - Khartoum – SudanMobile. : +249 127864142- [info@ptc-sudan.com](mailto:info@ptc-sudan.com)