

## Education

Bachelor's Degree

University of Mosul

College of Science

Physics Department

## Profile

I Am an Emption Young Professional Intending to Continue My Development as well as. I Think in Terms of Results and Objectives, I Am Enthusiastic and I Work with Decisiveness and Conviction I Have Proactive Attitude and Find Positive .Ways to Stimulate and Engage with People  
I have a capable of carrying work pressure and I want .development myself in this part of works  
.I believe that I well be successful in in this position  
.Responsibility is my greatest Strength

## Work Experience

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### ❖ 2020- Now

worked with DRC as **Finance, Admin and HR Assistant and Asset Focal point.**

**J**ob Description is:

- ❖ Daily accounting (bookkeeping) according to DRC financial handbook.
- ❖ Manage petty cash and clear cash advances upon request.
- ❖ Follow up and update Advance tracker and reporting to the line manager.
- ❖ Prepare monthly cash counts.
- ❖ Maintain proper filing of all financial documentation (vouchers, contracts, tender documents, etc.).
- ❖ Cash Box counting according to the financial handbook.
- ❖ Transferring payments when needed and follows up with partners' reports.
- ❖ Follows a given work plan.
- ❖ Routine record keeping.
- ❖ Correctly use DRC Dynamics functionalities in area of concern.
- ❖ Follow up the items needed for the office.
- ❖ Prepare the purchase order request for any items that offices need.
- ❖ Prepare the monthly withdraw (Rent for office, generator fees, internet and etc...).
- ❖ Asset Focal Point for all DRC Office and Sub-office in Anbar.
- ❖ Prepare and update the Daily sign in for all Staff.
- ❖ Prepare the Monthly timesheet for the guards in the DRC office.

### ❖ 2019

worked in (DRC INGO) as an **Outreach and Admin Assistant.**

**J**ob Description was

- Design & Print leaflets (CRC Office Brochure).
- Design PowerPoint presentation for all CRC Office activities.
- Photo taking to the beneficiaries attending the activities conducted in CRC Office.
- Print all attendance sheet for all activities, training, events, workshop etc.
- Prepare all required documents to run the trainings that also includes saving these files in a proper archiving system.
- Check the inventory of books on regular basis.
- Design the inventory and borrowing templates.
- Being a computer trainer in CRC Office.
- Help the operation officer in organizing rooms and meeting facilitation. As well as helping DRC staff with printing out what they need.

- Help the outreach officer by writing the reports of activities.
  - Follow up all training in CRC Office.
  - Supplying refreshments for training and events at the CRC Office.
  - Print all trainee's certificates for the trainings conducted in CRC Office.
  - Assist the operation officer in preparing guards schedule.
  - Assist in receptionist.
  - Ensuring the IT room laptops are functional as well as help other DRC staff in maintaining their laptops.
  - Design invitation cards to participate in trainings and events.
  - Help the CRC trainers in preparing their materials and other requirements.
  - Designed info cards for CRC reception.
  - Data Entry for CRC Visitors by using new data program.
  - Provide Daily, Weekly and Monthly Reports to the line manager.
- ❖ 2019  
**inventory and Data Entry Service contract (DRC INGO).**
  - ❖ 2019  
**Director of the phone maintenance office in Anbar - Fallujah.**
  - ❖ 2015  
**Accountant and employee at BIRIZ (Turki) Mall in Erbil.**
  - ❖ 2014  
**Director of the internet office at the Middle East office in Fallujah.**
  - ❖ 2011  
**Director of the internet office at the university office in Fallujah.**

## Language

## Skills

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| <ul style="list-style-type: none"> <li>❖ Arabic (Mother Tongue).</li> <li>❖ English write, read &amp; speak (Good).</li> </ul> | <ul style="list-style-type: none"> <li>❖ Ability to work harmoniously with co-workers from varied cultures and backgrounds.</li> <li>❖ Ability to handle confidential matters, meeting deadlines, working under pressure.</li> <li>❖ Highly self-motivated, committed and flexible in teamwork environment.</li> <li>❖ Excellent level of experience in fieldwork &amp; office work.</li> </ul> | <ul style="list-style-type: none"> <li>❖ High level of working on Microsoft Office Suite (Word, Excel, Outlook, Access and PowerPoint).</li> <li>❖ work on computer and Programing.</li> <li>❖ Designer.</li> <li>❖ Very speed learning.</li> <li>❖ Ability to working overtime</li> </ul> |
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## Certificate

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| <ul style="list-style-type: none"> <li>❖ Communications with Communities –IOM UN.</li> <li>❖ Humanitarian Principles –DRC INGO.</li> <li>❖ Protection Mainstreaming –DRC INGO.</li> <li>❖ Accountability Training –DRC INGO.</li> </ul> | <ul style="list-style-type: none"> <li>❖ Planning and construction in Emergency –AFKAR LNGO.</li> <li>❖ First Aid Training - Red Cross association.</li> <li>❖ Financial Accounting by Smithson Co.</li> <li>❖ Personal Awareness Safety (PAST) by DRC INGO</li> </ul> |
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