



ALI MUWAFFAQ ABDKAREEM

CONTACT



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Address
Baghdad – Iraq



Date of Birth
Nov 5th, 1995



Marital Status
Married



Nationality
Iraqi

SKILLS

65% Microsoft Office

50% Photoshop

70% Computer

50% Marketing

LANGUAGES

Arabic : Mother tongue

English: Intermediate: reading, writing, speaking

PERSONAL SKILLS

Team Work

Problem Solving

Long time work

Time Management

Work under pressure

ABOUT ME



I would like to inform you of my strong desire to get a job in your organization. I have clarified some information about me as below and my CV, I am an organized and conscientious person, I can perform job competencies under any pressure, so I am writing for your interview to explain to you my many possibilities and to learn more about your organization.

WORK EXPERIENCES



(2020 – Till present)

- **Ministry of Water Resources / Al-Rafidain State Company for Dams Implementation - Accounts Officer**
- ❖ **Accountant :**
 - Organizing documents and inventory lists of the company's property
 - Computing and calculating the company's depreciation and preparing the inventory budget for the company's annual depreciation
- ❖ **An employee in the Exchange Division:**
 - Organizing checks and making exchange restrictions
- ❖ **Company general manager driver**
 - Ensure punctuality and safe transportation.
 - Driving a vehicle for official and business travel, or as required by the representative.
 - Maintain a high level of service to all internal and external guests.
- ❖ **Carrying out delegations to the governorates and making field tours on the company's projects from Mosul to Basra**

(January 2020 - April 2020)

- ❖ **Al Tufaah Al Ahmaru Supermarket - Accountant**
 - Collect and analyze financial and accounting data
 - Preparing and preparing financial reports and analyzing financial statements
 - Documenting transactions, financial records, purchases and sales movements
 - Prepare the necessary financial reports, lists and schedules, and accounting books on a regular basis

(January 2019 - March 2019)

- ❖ **Al-Waziriyah Private Hospital - Accounts Officer**
 - Prepare Trial Balance every month
 - Suggesting the necessary financial measures to be taken
 - Preparing and supervising accounting books
 - Maintain backup copies of financial records
 - Provide financial information to the concerned administrators

(2017-2019)

- ❖ **Nasim Al-Aftan Company for Land Transport and Customs Clearance - employee accounts and land transport unit official**
 - Analyzing and summarizing the current financial position of the company by collecting data and information, preparing budgets, income statements, profit and loss reports, revenues and expenses, and all other reports.
 - Maintain confidentiality and privacy of financial information
 - Overseeing financial documents and records

(2016-2017)

- **Al-Nasaem Travel and Tourism Company - employee accounts**
- Collecting deductions and visa amounts
- Distribution of monthly salaries to employees
- Making statements of the company's revenues and exports every 90 days

(January 2016 - June 2016)

- **Selective Cosmetics Company - driver, sales representative, and cosmetics promotion representative**

❖ **Sales and promotion representative:**

- Follow-up on all products and services provided by the company on a regular basis
- Selling products to customers and assisting them in providing products, services and goods that meet their needs
- Conclusion of agreements, contracts and sales deals with customers and agreement with them on the dates of delivery of goods

❖ **Driver :**

- Maintaining vehicle cleanliness.
- Transporting goods safely from one place to another and unloading them.
- Driving customers on a daily basis to their desired destinations.
- Using maps and apps that determine the best routes he can take to avoid heavy traffic.

(2015-2016)

- **Al Furat Foodstuff Company - Driver and cash van representative for distributing foodstuffs to customers and collecting money from customers**

- Continuous search for new sales opportunities.
- Make periodic visits to existing and new customers and meet all their needs.
- Follow-up collections periodically and ensure that there are no debts on customers.
- Negotiating with customers and making sales offers to customers about the company's products and services.
- Responding to work requirements related to sales, such as customer phone calls, and adhering to the schedule of periodic visits to customers.

(2014-2015)

- **Al-Khadraa Foodstuff Company - a promotion representative and an employee collecting money from customers**

- Attracting new clients
- Maintaining existing customer engagement
- Secure orders from existing and potential clients
- Address all inquiries related to marketing programs
- Work with the sales team to create and implement marketing campaigns

EDUCATION



2020-2021

Al-Rafidain University College / Bachelor's degree, Department of Accounting