

# Mustafa Waleed

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Baghdad, Iraq

## SUMMARY

Results-oriented professional with a Bachelor's degree in Business Administration and a solid track record in storekeeping, accounting management, and maintenance technology. Experienced in managing financial operations, optimizing inventory systems, and performing technical maintenance. Proven ability to enhance operational efficiency and ensure compliance with industry standards.

## SKILLS

Problem-Solving  
Communication  
Attention to Detail  
Team Leadership  
Time Management

## TOOLS

Microsoft Office

## EDUCATION

### **Bachelor of Business Administration**

Al-Turath University  
2020-2024

## TRAINING

### **Ministry of Oil / Dura Refineries**

Managed employee documentation, including onboarding, transfers, terminations, and leave management.

## WORK EXPERIENCE

### **Accounting Manager / Zareen Company**

Baghdad, Iraq | [2022] – [2024]

- + Supervised the accounting department and managed financial statements.
- + Conducted financial analysis and prepared reports for management.
- + Implemented accounting policies and ensured compliance with financial regulations.

### **Store Keeper / Zareen Company**

Baghdad, Iraq | [2021] – [2022]

- + Managed inventory and maintained records of stock.
- + Coordinated with suppliers and handled procurement processes.
- + Ensured accurate and timely documentation of all inventory transactions.

### **Maintenance Technician / Al-Massa Company**

Baghdad, Iraq | [2017] – [2021]

- + Performed routine maintenance and troubleshooting of machinery.
- + Ensured all equipment was functioning efficiently and safely.
- + Developed and implemented maintenance schedules.