



Mohyman Haitham Tariq

EDUCATION

- ❑ **Dijlah University College** **2023 - 2024**
 - ❖ College of Administration and Economics
 - Bachelor's Degree in Financial and Banking Sciences

EXPERIENCES

- ❑ **Cashier :**
 - ❖ Receiving customers
 - ❖ Completing payment transactions
 - ❖ Issuing purchase invoices
 - ❖ Ensuring cash register accuracy by counting cash regularly at the beginning and end of the day
- ❑ **Accounts :**
 - ❖ Recording financial transactions and preparing daily entries
 - ❖ Preparing monthly budgets and financial reports
 - ❖ Auditing and reviewing
 - ❖ Data entry

COURSES

- ❖ **Microsoft Word Course**
- ❖ **Microsoft Excel Course**

PERSONAL SKILLS

- ❖ **Oral and written communication**
- ❖ **Adaptive to work conditions**
- ❖ **Teamwork**
- ❖ **Honesty and good morals**
- ❖ **Report preparation**
- ❖ **Time management**
- ❖ **Auditing and reviewing**
- ❖ **Organized at work**
- ❖ **Sense of responsibility**
- ❖ **Problem solving**
- ❖ **Seriousness and discipline**

COMPUTER SKILLS

MS WORD

MS Excel

MS POWERPOINT

Internet

PROFILE

I am a persistent and organized person and the type that loves to work. I have sufficient experience that I obtained from my academic education as well as from my experiences. I pledge to consolidate this experience in the service and development of your work.

LANGUAGES

- Arabic : Mother Tongue
- English : Acceptable

HOBBIES

- Internet
- Reading
- Travel
- Sports