Muhammad Mostey

LinkedIn | **GitHub** | **Portfolio** | ⊙ Erbil | **Mobile:** +9647513506096 | muhammadmostey@gmail.com

Experienced professional with 8+ years in Finance, Management, and IT. Passionate Software Developer who finds joy in solving problems with cutting-edge tech, open to relocation.

Skills

- **Professional Skills:** Finance and Accounting, Project Management, IT, Administration, Programming, Data Analysis, Problem-solving, Customer Service.
- **Languages:** English, Arabic, Kurdish, German, Turkish.
- **Programming Languages:** Java, Python, JavaScript, SQL.
- **Frameworks & Technologies:** HTML, CSS, Astro, Tailwind CSS, Bootstrap.
- **Tech Skills:** OOP, Data Structures, Algorithms, Databases.
- **Tools:** Microsoft Office, Power BI, MS Dynamics 365, Photoshop, Adobe Premiere, Git, WordPress.

Education

Bachelor of Computer Science | University of the People | USA, Online   **Dec 2024**

Java and Python Programming, Software Engineering, Data Structures and Algorithms, Full Stack Web Development, Mobile App Development, Databases, Networking, Operating Systems, Artificial Intelligence, and Machine Learning.

Experience

Country Finance Officer | Danish Refugee Council | Iraq, Erbil   **Sep 2019 – Oct 2023**

Working with Finance & Accounting Officer responsibilities by providing support for programs with a yearly budget of 40M$. Managing Payments, Cash Distributions, Accounts Payable, Prepayments, Bookkeeping, and Loss Ledger. Supporting in updating Budget Reports, Final Financial Reports, and Year-end closing.

- Reconciled Cash & Bank, Profit & Loss, balance sheet, and interim ledgers. Based on the findings, it saved thousands of dollars in loss.
- Processed monthly payroll for over 200 employees using Microsoft Dynamics ERP.
- Facilitated 60+ financial audits in all auditing aspects for projects with an overall budget of 80+ million USD granted by US, UN, and EU donors.
- Built & developed solutions that automated some processes for the month-end closure, and budgeting tasks by automating many steps using Excel and formulas which saved 500+ Hours yearly.
- Mentored & Managed 2 Interns, by providing technical mentoring and imparting essential work practices that equipped them to commence daily tasks effectively starting from their second month.
- Created and implemented an archiving system for Iraq operations, wrote an archiving SoP, and led the archiving of all Iraq operations finance documents from 2019 to 2023. Started a new way of referring to transactions in the ERP system and documents which saved 200 hours of work during audits.
- Provided technical support to Iraq colleagues and shared new ideas and ways for using the ERP system, in their daily tasks which saved many hours of their daily working.

Country Finance Officer | Bahar Humanitarian NGO | Iraq, Erbil   **July 2019 – Sep 2019**

- Processed monthly payroll for 20 employees by calculating timesheets and payment processing.
- Managed cash and bank, by reviewing, processing, and bookkeeping 70 payments on average monthly.
- Supported the preparation of financial reports for the GIZ project by reviewing and adjusting transactions.
- Led accounts reconciliation at month-end closure by settling accounts.
- Led internal financial audit on 2018 records, procedures, and documents. This resulted in the development of some internal controls.

Project Management Administrator | Top Mountain ltd. | Iraq, Erbil   **Feb 2019 – Apr 2019**

Coordinated with refugees, IDP, and host communities in KRG facilitating the delivery of vocational training through the Qudra Project.

- Trained over 20 people on employment skills by providing courses in CV making, building connections, LinkedIn, Job search, and interview tips.
- Coordinated over 7 vocational training in areas such as Business Management, Marketing, Graphic and Web Design, and Event Planning. Advised some trainee beneficiaries with budget plans preparing for their startups.
- Coordinated and planned for the Business Canvas 2019 event in Erbil, which helped many beneficiaries to meet with business owners to get opportunities.

Accounting Consultant | Sidar Holding | Iraq, Erbil   Aug 2018 – Sep 2018
- Built and designed a chart of accounts for Sidar holding, and a bookkeeping template using Excel.
- Prepared trial balance after completing bookkeeping.

ISO Consultant Associate | Freelancer ISO auditor | Iraq, Erbil   Dec 2017 – Aug 2018
Supported developing companies systems by modifying and creating new standards, policies, and internal control procedures to comply with ISO 9001:2015 quality management system and prepared organizational structures for companies operating in the Oil industry and other fields such as Halband Oil and United Catering.

Country Finance Officer | Women and Health Alliance International | Iraq, Erbil   Sep 2016 – Sep 2017
- Prepared and processed payroll for around 500 employees monthly.
- Managed cash and bank, by preparing, processing, and bookkeeping on average 100 payments monthly.
- Controlled budget by preparing monthly forecasts, analyzing, and monitoring budget vs actual reports.
- Reconciled accounting ledgers, and supported the preparation of financial reports of 5 projects for HQ.
- Led internal auditing for 2016 - 2017 documents, and facilitated donor's external audits.

Receptionist and Management | Blue Mercury Hotel | Iraq, Erbil   Nov 2015 – Aug 2016
- Oversaw personnel of over 6 team members, including bellman, housekeeper, maintenance technician, barman, waiters, and cleaners to deliver all services to guests.
- Built capacity for 4 new receptionists by training them on using Omega (Hotel Management System), hospitality practices, policies, and cash management.
- Booked and hosted around 14 room bookings daily using Omega.
- Managed cash, budget, and bookkeeping of daily bookings income, and expenses.

Information Technology Officer | ASUS Co Branch | Iraq, Erbil   Feb 2015 – Oct 2015
- Set up 4 customer laptops daily by installing Operating Systems, Apps, and Drivers.
- Repaired 2 laptops and a smartphone daily on average, through troubleshooting, maintenance, and upgrading the laptop's hardware.
- Provided sales and technical support services to customers.

IT Technician Officer | Akgül Bilgisayar | Turkey, Dargeçit   Aug 2014 – Jan 2015
- Repaired 2 laptops and flashed 3 Smartphones daily, by parts maintenance, installing operating systems, and flashing phones using flashing tools such as Z3x box, and Octopus box.
- Led a team of 1 staff member, providing ongoing mentorship and support to ensure consistent achievement of goals and targets.
- Served 10 customers daily by selling to customers and managing cash.
- Installed security system, and internet network in a college, by setting up and configuring security cameras, in addition to installing internet routers and switches.

Junior Accountant | Saied Wholesale Mobile Accessories. | Syria, Al-Hasakah   Aug 2013 – July 2014
- Managed bookkeeping of daily activities using the Al-Ameen accounting system. And reconciled cash accounts and prepared balance sheets monthly.
- Managed running the shop, by providing services to the customers.

Personal Projects
Portfolio Website | Live: muhammadmostey.com | Code | Completed ·
- **Technologies:** HTML, CSS, JavaScript, Astro, Tailwind, Swup, Markdown, Netlify.
- **About & Features:** Created a portfolio website showcasing my projects, blogs, and resume for my professional profile. Project card, blog card, skills card, blog, responsive design, dark and light mode.

Certifications
- **Programming for Everybody** 🔗 **|** University of Michigan, May 2023
- **Introduction to Finance and Routine Posting Practices - Dynamics |** Danish Refugee Council, Apr 2022
- **Finance Ledger and Transaction Maintenance - MS Dynamics 365 |** Danish Refugee Council, Sep 2021
- **Performance & Development Review |** Danish Refugee Council, June 2021
- **Java Programming Language** 🔗 **|** LinkedIn, May 2021
- **Programming Fundamentals** 🔗 **|** LinkedIn, Mar 2021
- **Financial Accounting** 🔗 **|** Smithson Institute, July 2020
- **Full Stack Web Development** 🔗 **|** Udacity, July 2020
- **Web Design & Online Marketing** 🔗 **|** Top Mountain, vocational training, Apr 2019
- **ISO 22000 Food Safety Management System** 🔗 **|** Smart Web, Mar 2018