

Muhammad Mostafa Mostey

Nationality: Syrian | **DOB:** 1996 | **Location:** Erbil, Iraq | **Mobile:** +9647513506096

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High school graduate with good math grades and an equivalent overall grade of **Abitur 1.8** (German grading system) as per **uni-assist**. Passionate and enthusiastic about **Programming, Artificial Intelligence, Software and Web Development, Robotics, Self-driven Cars**, new advanced Tech and Computer Sciences in general. Self-taught in various programming languages such as **Java, Python, C++, JavaScript, OOP, Data Structures, Algorithmes, HTML, CSS**, and more. Experienced with more than **5 years** working with Humanitarian NGOs, Private Firms, and Agencies across different countries. Worked in several sectors such as **Financial Accounting, Information Technology, Administration, and Customer Service**

Skills

- **Languages:** German, English(C1), French(A1), Turkish (A2), Arabic (Native), , Kurdish (Native).
- **Programming Languages:** Java, Python, JavaScript, C++, HTML & CSS, PHP, SQL, Databases.
- **Technical Skills:** Programming, Finance & Accounting, Coding, Project Management, Customer Service, Administration, Information Technology.
- **Other Skills:** Windows, Linux, Microsoft Office (Excel, word), Microsoft Dynamics 365 ERP system, Power BI, WordPress.

Education

High School Diploma

Al-Nabighah al-Dhubiyani High School.

Sep 2013 – July 2014

Syria

- High School Certificate in Scientific section with grade of **82.296%**. Or **1.8** Abitur as per uni-assist.
- **Related Courses:** Mathematics, Physics, English, Biology, Chemistry, Arabic, French.

Work Experience

Country Finance Officer

Danish Refugee Council / Dansk Flygtningehjælp (DRC)

Sep 2019 – Present

Iraq, Erbil

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 salary resource scheduling for over 200 employees using Microsoft Dynamics ERP.
- Facilitated over 45 financial audits in all auditing aspects for projects with an overall budget of around 80 M\$ granted by US, UN, and EU donors.
- Created and implemented an archiving system for Iraq operations, wrote an archiving guideline, and led the archiving of all Iraq operations' finance documents from 2019 to 2022. Started a new way of referring to transactions in the ERP system and documents which saved 100 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 Non-governmental organization

July 2019 – Sep 2019

Iraq, Erbil

- 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 preparing 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.

Feb 2019 – Apr 2019
Iraq, Erbil

Coordinated to deliver vocational training to refugees, IDP, and host communities in KRG with 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.

Country Finance Officer
Women and Health Alliance / INGO

Sep 2016 – Sep 2017
Iraq, Erbil

- Prepared and processed payroll for around 500 employees on a monthly basis.
- 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 for 5 projects for HQ.
- Led internal auditing for 2016 - 2017 documents, and facilitated donor's external audits.

Hotel Receptionist
Blue Mercury Hotel / 4 Star Hotel in Erbil

Nov 2015 – Aug 2016
Iraq, Erbil

- waiters, and cleaners to deliver all services to guests.
- Built capacity for 4 new receptionists by training them on using the Hotel Management System (Omega), hospitality practices, policies, and cash management.
- Booked and hosted around 14 room bookings on a daily basis using the Hotel Management System (Omega).
- Managed cash, budget, and bookkeeping of daily bookings income, and expenses.

Information Technology Officer
ASUS Co Branch.

Feb 2015 – Oct 2015
Iraq, Erbil

- Set up customer devices around 4 laptops on a daily basis by installing Windows OS, Applications, and Drivers.
- Repaired 2 laptops and flashed ROM on an Asus Smartphone on average daily, by troubleshooting, diagnosing issues, changing laptop parts, basic motherboard maintenance, upgrading laptop hardware, and parts cleaning.
- Provided services to customers with sales and Technical Support.

IT Technician Officer
Akgül Bilgisayar / IT Technician Officer.

Aug 2014 – Jan 2015
Turkey, Dargeçit

- Repaired 2 laptops and flashed 3 Smartphones on average daily, by changing parts, installing 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 around 10 customers on a daily basis 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.

Certifications

Programming for Everybody (Getting Started with Python) | University of Michigan

May 2023

Introduction to Finance and Routine Posting Practices - Dynamics | Danish Refugee Council

Apr 2022

Finance Ledger and Transaction Maintenance - Dynamics 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