

PERSONAL INFORMATION

Last and First name	Mohammed Zhina
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Birthday/-place	1997/Erbil
Civil status	Single

PERSONAL SKILLS

Education

University of Erbil Polytechnic
Finance and Accounting

[10/2014 – 08/2018]

[Bachelor] | Finance and Accounting, [Iraq/Erbil]

Language skills

Mother tongue	Kurdish			
	Understanding		Speaking	Writing
[Language 2]	English	C2	C1	C1
[Language 3]	Arabic	C2	C1	C1
[Language 4]	Turkish	B2	B1	B1

PROFESSIONAL SKILLS

Professional Experience
(chronological)

[06/2023 – Current]

[Finance specialist] | [GIZ], [Iraq/Erbil]
[Qudra 2 Programme]

- Ensures that incoming invoices are correctly sorted and distinguishes the invoices by currency, by mode of payment (bank or cash)
- Ensures that invoices are counter-checked, supporting documents are complete
- Ensures that GIZ validation stamp is completely signed by responsible authorized members of GIZ

- Prepares transfer sheets, cheques, other bank documents and ensures the correctness before payments are executed
- Makes monthly expenditure plans based on the data provided by different projects to secure sufficient balance through a letter of credit.
- Monitors the financial implementation contracts with the international and national partners in Central Iraq
- Support in processing the financial transactions for local partners (Subsidies) such as processing advances and following up with the partner for settlement of the advances in line with supporting from the country office.
- Support in developing local subsidies guidelines and procedures with the country office and internally
- Implementing and ensuring all respective donors and local Governmental rules and regulations are respected.
- Train GIZ projects local and international partners and enhances the capacity-building plan for that.
- Ensure and safeguard timely and efficient financial reporting to GIZ for grant making programmers.
- Track and follow up on reporting deadlines/submissions with project managers
- Manages confidential files in the areas of finance
- Coordinates logistical issues related to Central Iraq and KRI(for project staff and visitors)
- Maintains the inventory list for the Qudra 2 programme for Central Iraq
- Exports the cash and bank data regularly in line with the imposed schedule of accounting published by the accounting unit of the GIZ country office.
- Ensures that all travel claims, and other payments are timely paid. In the case of travel claims

[07/2021 – 06/2023]

[Jr.Finance specialist] | [GIZ], [Iraq/Erbil]
[Qudra 2 Programme],

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[04/2021 – 07/2021]

[Finance consultant] | [United Nations], [Iraq/Erbil]
[United Nations Development Programme (UNDP)]

- Review of the Financial documents submitted by the Companies
- Conduct Turnover assessment and Unit Rate analysis as and when required
- Accounting. Finance and administrative support
- Translate all the financial documents received from the companies into English and advice any
- difference found in the Audited Financial Statement submitted by the companies
- Conduct unit rate analysis of all of bids received of each tender
- Conduct turnover assessment of the companies
- Proper control of the supporting documents for payments and financial reports for related
- projects; preparation of all types of vouchers; Pay Cycle and payments execution.
- Proper receipting of goods and services and establishment of proper record for the received bids.
- Maintenance of the internal record for the all the bidders and keep record of the Turnover of the
- companies
- Prepare Note to File and note an anomaly noticed during the evaluation process
- Timely corrective actions on erroneous data.
- Preparation of financial reports

[02/2020 – 04/2021]

[Finance Officer] | [Mercy Corps International Organization]
[Iraq/Erbil]

- Supervise two finance assistants and support field offices with any issues by providing high level of communications and coordination.
- Maintain custody of the Hawala with high level of coordination with Hawala vendors and make payments of approved transactions.
- Provide Financial Review of payment requests and expense reports (travel expense reports and operational expense reports) for accuracy and completeness (per policies and procedures), ensuring expense reports are fully approved before payment.
- Participate in tender opening, attend as observer, and make sure that all MC policies and donor regulations are implemented.
- Assist with month end balance sheet account reconciliations.
- Monitor advances/ advance ageing report
- Assist in responding to audit inquiries.
- Preparing journal and re-class entries as required
- Prepare payroll for north Iraq.
- Prepare amortization and accrual monthly entries.
- Prepare a monthly bank reconciliation
- Conduct field visit to sub offices in North Iraq
- Oversee cash management in project site, disbursements, money exchange and transfers.
- Perform regular cash counts; surprise counts may be asked anytime.
- Monitor request for transfers from the safe to petty cash.
- Manage bank withdrawals and transfers and money exchange from USD to IQD account
- Make sure that all new staff are signed up with a bank account for salary
- Prepare and facilitate disbursement of national staff monthly payroll.
- Provide monthly cash summary, cash counts, bank statements and bank reconciliations
- Follow up any discrepancies and prepare adjusting entries when necessary.
- Prepare financial reports as may be requested by the Finance Manager.
- Being available for donor audits and prepare documents as requested by the Finance Manager
- Attend donor audits in Erbil to support the Finance Manager

- Support other bases with financial cover or capacity building when needed
- Train other staff members in Kirkuk, Msl, Suli, Erbil in the basic day to day finance procedures to provide cover with the Finance Officer is away
- Maintain and ensure organized filing of all finance vouchers.
- Maintain an organized filing of scanned copies of all finance transactions.
- Facilitate Social Security payments and report submission to the correct authorities
- Working on Pro source procurement system

[12/2018 – 02/2020]

[Finance Assistant] | [Mercy Corps International Organization]
[Iraq/Erbil]

- Provide Financial Review of payment requests and expense reports (travel expense reports and operational expense reports) for accuracy and completeness (per policies and procedures), ensuring expense reports are fully approved before payment
- Record daily cash transactions in Mercy Corps accounting software system "Navigator".
- Maintain custody of the office cash or Bank, make payments of approved transactions.
- Perform weekly and month end cash counts per the Mercy Corps Field Finance Manual.
- Archive Mercy Corps (finance) documents
- Other month close tasks as assigned, including submission of required month end supporting documentation, Navigator reports, etc.
- Monitor advances/ advance ageing report. (responsible person of advances)
- Make sure that all supporting documentation is prepared and filed according to MC procedures.

SPECIALIST SKILLS

- Performing field payments / cash distribution - outside the office when requested.
- Participate in tender opening, attend as observer, and make sure that all MC policies and donor regulations are implemented
- Make sure that all supporting documentation is prepared and filed according to MC procedures
- Prepare amortization and accrual monthly entries
- Prepare a monthly bank reconciliation
- Conduct field visit to sub offices in North Iraq
- Managing monthly petty cash,
- Handling bank transfers, preparing bank letters and online banking,
- Reviewing bank statements,
- Transferring salaries and advances to the other MC offices (Erbil, Kirkuk & Mosul)
- Archiving hard copy documents

Knowledge of 4 different accounting systems (Navigator, Atlas, Expensify and WINPACCS)

Communication skills**SOCIAL SKILLS**

- Openness
- Presentations and Public Speaking
- Confidence

Organizational/managerial skills**MANAGERIAL SKILLS**

- High team spirit
- Problem solving techniques and ability.
- Excellent Reporting skills
- Solve team conflicts, if any, and ensure team building.
- Time management skills
- Planning, organizing, leading, and controlling skills
- High learning skill (I can pick up skills quickly)
- Decision-making ability
- High level of accuracy

References

Upon request

Place, Date

Erbil, 15.July.2023

