



C.V

Job objective:

Briefly, I have shown myself to be self-motivated, committed and determined in achieving my goals, come what may. A sense of responsibility and my capacity to work hard under pressure, I am able to relate to a wide range of people.

* Looking for opportunity to be a part of the organization where I can effectively utilize and contribute my knowledge for a successful career in a field which would fit with my skills.

Personal Information:

Name: Methaq Thabit Muhammed

Date of birth: 29/12/1978

Place of birth: Baghdad

Marital Status: Married

Gender: Female

Religion: Muslim

Nationality: Iraqi

Permanent address: Bagdad- .karada

Mobile No 07505008529

Education:

Bachelor: Al-Turath University College

Business Administration, 2005-2006.

Skills:

- * Interpreting and instructing.
- * Problem solving.
- * Social networking.
- * Creative thinking

Computer skills:

- * Operation Systems: All the types of Microsoft Windows.
- * Microsoft Office (Word, Excel, Power point, Outlook and Access) perfectly.

Language skills:

LANGUAGES	READ		WRITE		SPEAK	
	Average	Fluent	Average	Fluent	Average	Fluent
Arabic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kurdish	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
English	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience

- **November,2015 to June 2021** BCI Telecommunications & Advanced Technology

AR Accountant

- Processing, verifying, and posting receipts for goods sold. ○ Researching and resolving account discrepancies. ○ Processing and recording transactions. ○ Maintaining records regarding payments and account statuses. ○ Obtaining information from other departments to ensure records are accurate and complete and that accounts receivable ledgers and journals are up-to-date.
- Working with the collections department to review accounts, client payments, credit history, and develop new or better repayment terms. ○ Performing administrative and clerical tasks, such as data entry, preparing invoices, sending bill reminders, filing paperwork, and contacting clients to discuss their accounts.
- Receiving the cash from the delegates and deposit it in the bank.
- Processing all the delegates expenses and record it.

- **December .2007**
To
November,2015

AL Mansour Automotive Car (MAC)

Sulimania
Iraq

Senior Accountant

- Analyzing and investigating annual and monthly financial accounts.

- Preparing reports, business plans, commentaries and financial statements.
- Administering payrolls.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Detecting and preventing financial fraud.
- Liaising with internal and external auditors as required.
- Preparing monthly reconciliations of balance sheet accounts.
- Dealing with any financial irregularities as they arise.
- Carrying out any other accounting related duties as assigned by the Accounting management.
- Collecting raw financial data.
- Preparing standard accounting reports and summaries for financial analysis.
- Supporting team members on all accounting issues.
- Prepares journal entries, cash, and Inter-fund transfers.

Personal hobbies:

* Socializing reading, writing, computing, translating, learning different languages, travelling around the world to know about different cultures, meeting new people.