

Amer Ibrahim Al-abdullah

Address: Basra / Iraq

Date of Birth: 25/5/1965

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Education

[2008 – 2012] [Accounting]

[Management and Economy College]

Grade achieved: [Average]

Experience

- **Fleet manager at Eagles security company [July/2018– December/2018]**

Responsibilities:

- Vehicles tracking
- Receive and handover invoices
- Managing all purchases processes in the company.

- **Accountant at Eagles security company [march/2017– July/2018]**

Responsibilities:

- Deposit social security payments to the Iraqi bank (Rafidain Bank), prepare the official social security monthly update and send it to the MOI.
- Coordinate with the company PRO and lawyer in Baghdad to obtain Visa letters for expats.
- Follow up with any tax pending requirement with the Tax office.
- Expenses recording with tally program.
- Withdraw and deposit amount from and to different banks.
- Delivering monthly salaries to the employees of the company.
- Following expat salaries and coordinating with the bank
- Control the company petty cash payments.
- Supervise the material supplying delivered to the company and maintenance them.

- **Deputy of Head Manager at Dormitories directorate. / Basra University [January/2014 – March/2017]**

- Supervise all maintenance projects and track the timeline progress.
- Follow up and oversee the contracting companies work progress.
- Leading the purchasing committees within the agreed terms.
- Support with the manager duties during his absence with authority to give the required approvals

- **Assistant Manager at Petroleum & Gas College / Basra University [October/2013 – January/2014]**

- Design and supervise the start-up process of university management system with the head of university and provide it with the required tools and supplies for the first year within 3 months' time.

- **Cash payment employee at Basra University [June/2003 – October/2013]**

- Withdraw and deposit amount from and to different banks.
- Delivering monthly salaries to the employees of the university.
- Prepare daily cash payment reports.

Skills

- Excellent Microsoft office skills.
- Tally (accounting program).
- Flexible and able to work under pressure with critical deadlines.
- The ability to work in a team of different specializations and/or cultural background.
- The ability to follow, track and audit and make analyzing to daily return and make solutions for temporary and argent issues.

Languages

- Arabic (mother language).
- English (Good speaking and writing skills).