

Sara Amer Mahmood

ADMIN, FINANCE AND BANKING SCIENCES



BORN: 17- Dec - 1993
NATIONALITY: Iraqi
LANGUAGES: Arabic, English
Gender Female
Marital Status Married
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EDUCATION::

- MSc in Finance and Banking Sciences
Al-Nahrain University , Baghdad / Iraq
College of Administration and Economy
Department of Finance and Banking Sciences
- MSC project : The role of internal control systems in reducing credit risk and liquidity for banks in Iraq

PROFESSIONAL EXPERIENCE:

..... Bank practiced the following:

1. Prepare cash payment, Receipts vouchers, Bank payments, journal vouchers
2. Post entries in General ledger & Daily journal (Excel sheet)
1. Perform general office duties and administrative tasks.
2. Prepare employees job contracts
3. Manage the internal and external mail functions.
4. Scheduled client appointments and maintain up-to-date client files.
5. Prepare and update Employees personal files
6. Perform general office duties and administrative tasks as administrative assistant and support projects teams
7. Provide telephone support
8. Calculate daily expenses, balances and make accounting entries and enter them on the system
9. Ability to work bank reconciliations
10. Experience in the field of risk management and internal control in banks

CAPABILITIES AND OTHER SKILLS

- Excellent in written and verbal communication skills
- Excellent negotiation skills
- Good in the program Al-kazen & Al-bayan
- Good knowledge in the program ERP
- In addition to more than 15 courses in different fields such as accounting field and courses on productivity and crisis management and marketing and others
- Computer skills:
 - **Microsoft Word**
 - **Microsoft Excel**
 - **Outlook Express**
 - **bank systems**
 - **Internet, e-mail correspondence**
 - **using computerized systems**

SUMMARY OF CAPABILITIES:

- Good knowledge in fields of Administration, Finance, , Banking,.
- Ability to work within the accounting and administrative field
- Have excellent negotiation skills and able to build and maintain effective and lasting relationships inside and outside of the organization.
- Ability to coordinate across various companies and departments, detail oriented and able to effectively resolve conflicts.
- Utilize education and skills with prospect to develop career
- Well Performs under pressure. And Efficient in working as part of a team or individually
- Punctual and always deliver within deadlines.
- Have an excellent interpersonal and communication skills
- Strong attention to detail, good organizational & team-working skills
- Self-motivation & willingness to use initiative, leadership skills
- Ability to priorities work and work effectively under time-pressure
- Have a good knowledge of banking and financial management principles