

Ahmed Kareem Mohammed

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Personal information:

Date of Birth: 2-4-1982

Marital Status: Married.

Children: 4.

Academic achievement:

- Bachelor Degree in Management 2007 (Musel University)
- Bachelor Degree in Chemistry 2003 (Anbar University)
- Master Degree in Nutrition Science 2014(Baghdad University)

Previous functions:

2003-2005: I worked in the organization of the International Red Crescent relief, Job Description: Accountant Anbar office for the period from 06/06/2003 to 04/09/2004, and my job was to follow all disbursements, payroll, procurement, grants to the needy, and the preparation of special assistance rolls I worked as volunteer with ICRC in 2003 and my job duties was to follow up day by day and over see all the NFI and other materials for IDP's and refugees for the camps from Baghdad through the military operations in that time Also to resettlement the places and camps for incoming numbers of IDP's from Ramadi and other areas from Anbar government ..

2006-2012: CHF – USAD

- 1- HR officer
- 2- Finance Officer
- 3- Finance Manager

in CHF International in Iraq-Anbar Job Description: (from 5-4-2007 to 5-4-2010) HR officer to Anbar Office: Work on the preparation of lists of attendees and annual , sick and emergency leave and work on payroll of the salary for staff and follow the periodic evaluation of the staff and

the follow-up schedule wheels and exit the direct supervision of the Department of cars and drivers, And the coordination of internal and external trips for staff and follow-up queries and organize dates of entry and exit of visitors, contractors and beneficiaries and the work of regular meetings of the Directors of Departments and the establishment of strengthening the administrative and technical staff courses.

Finance Manager, Job Description: (from 5-4-2010 to 31-8-2012) Full responsibility for the project amounts and the amounts of instruments and guarantees for projects and supervise the audit of all projects and transactions and exchange instruments payable instruments and work on the distribution of monthly salaries to employees and contracts and daily wages for office for all areas of Anbar, A review of the banks that deal with the organization and the opening of accounts and constant scrutiny of the instruments Contractors, continuous assessment of the market through field trips and participate in the speculative pricing of contracts and POQ and supervising contracts with the Department of the official opening of the tenders and referral for small and large projects.

2013-2015: Field Accountant (Muslim Aid-Funded by UNHCR Cash Assistant program)

Job Description:-

My duties was to take place to be supervisor for all the operation and action in all Anbar area for cash assistant program in the following cities (Ramadi – Fallujah – Rutba – Hit – Qaem – Haditha – Khalideya and others areas) I was over see all the paper work through the assessments for the IDP's (Beneficiaries) check all the requirements according to the donor MOU and other documentations and send to our head office to start processing their grants. After we collect all the approval from the MA(Muslim Aid – Plus UNHCR program manager we

start to follow up the grant up to end user with all the necessary documentations.

2016/ DRC-ECHO/ CCCM team leader

Camps Management and coordination's in Amerea Camps in Anbar & Bezebez (55 Camp) in Anbar Government with following duties:-

1. Over see all the necessary for the camps through development the abilities for the IDP's in the Camps and select who is fit to manage the camp
2. Establish different community for each camp with help the administration in the camp like youth & women community and childhood plus community who are supervise the NFI and other materials to follow up if there is any shortage or misunderstanding in the processing and how solve the troubles we faced.
3. Working on held events and workshop inside the camps to rasiup from the profession performance and the abilities inside the camps.
4. Direct Supervision inside the camp for 24hours the direct follow up and schedule visiting to see on the nessesary of the missing inside the camps by our field visiting.
5. Supervise and organize the distributing processing and helps for IDP's inside camps.
6. Held weekly meeting with CCCM management team to see and check all the requirments that needed and also follow up the legal processing related to the IDP's incase there are some missing with supporting documents for IDP's
7. Coordination with other NGO's that working in the same field in the same common to reality inside camps with open channels with all related departments to avoid any emergency situations maybe faced in the future.

2017 –MA-ECHO /Wash Project Manager.

This position very important for me, due to two issue first one: difficult of the area (west Mosul) and near Talafer.

Second one: big the Items with a large number of IDPs from these areas,

1. Working as project manager for 2 projects for the same donor the first project focus the areas Tal Afar and near villages and other near villages before the liberation operations in mosul in very critical situation to be ready for any call.
2. Second project focused the people inside mousil for the left side through the liberation operations and after also Hawejah area.

Responsibilities:-

1. Manage the team formed from 15 staff and 3 drivers.
2. Work on run field survey for all the IDP's come from other areas that effected with liberation operations the total of the IDP's arrived to 60,000 person and we achieved all their necessities and needed.
3. Direct Management and planning each share around 10,000 NFI for the new IDP's for whom escaped from the war and it's take a big acting to save the people from the hunger caused they was inside the cities that ISIS already take controlling for most of the areas. After all that we take the screening interview (Security Check).
4. Direct management and supervise for distributions 10,000 NFI share and water boxes.
5. Direct implementation for biggest evacuation operation for women – men children for the both gender whom sick from the areas that effected by liberation operations and move them to safe areas with evacuation team that I formed and coordinate with securities forces for allow for the families after making the screening interview and check if there is some one wanted to the Iraqi forces.

Skills:

- 1- Experience with financial statement preparation, auditing, payroll and/or financial planning.
- 2- Examine the types of experience in food.
- 3- Experience in the Documents financial transactions by entering account information.
- 4- Strong Microsoft Office skills - Word, PowerPoint, Access, and especially Excel. SAP experience a plus..
- 5- I Have health professionals qualified to provide safe, evidence-based dietary advice which includes a review of what is eaten, a thorough review of nutritional health, and a personalized nutritional treatment plan. They also provide preventive and therapeutic programs at work places, schools and similar institutions.

Training Courses

- 1- Training course in (Development of Finance) Iraq- Erbil 2010.
- 2- Training Course in (Accounting software) Iraq-Hella 2011
- 4- Training course in (Workshop for CAP III) Iraq-Erbil 2011.
- 5- Training course in (CCCM) Iraq-Baghdad 2015.
- 6- Training course in (WASH-cluster) Iraq-Erbil 2016.
- 7- Training course in (Tests of Water) Iraq-Erbil 2017.

Language:

- 1- Arabic language (Mother language)
- 2- English: writing is very good, understanding: very good, pronunciation: very good.

References:

Alauldeen ALJUMAILI – Regional Team Leader – Muslim Aid
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