

Personal information

Name	Rusul Jamal Riffat
Date of Birth	Jan. 1 st 1994
Gender	Female
Marital Status	Single
Address	Baghdad, Iraq
Mobile	+964 7702888827
E-Mail	rusuljamal10@yahoo.com



Profile

I am an enthusiastic, focused, self-motivated, very organized, reliable, responsible and hardworking civil engineer with more than three years' experience in NGO/UN. A mature team worker and adaptable to all challenging situations. Able to work well with variety cultures as well as working under pressure and adhere to strict deadlines.

Education

2012-2016

Bachelor degree from Al-Mustansiriya University
College of Engineering / Civil Engineering department,
Specialty of Materials Engineering.

Languages

Arabic	Mother tongue
English	Fluent (spoken, written and reading)

Summary of Skills

- Possess strong analytical skills and has the ability to manage time and resource effectively.
- Systematic planning skills.
- Possess excellent written and verbal communication skill.
- Multi-tasking: Able to manage projects simultaneously and effectively.
- Having a very good experience in MS office package
- Demonstrable ethical, transparent and accountable decision-making.
- Punctual, professional and self- motivated, capable of independent work and under pressure, showing initiative.
- Flexibility, tolerance, maturity and respect for working within a multicultural environment

Work Experience

❖ Finance Assistant

Duration January 2019 – Till date
Organization DRC (Danish Refugee Council)

Duties and Responsibilities

- Making cash payments and managing cash and clearances in accordance with DRC's policies and financial systems.
- Preparing payments for suppliers/contractors and undertaking representation and liaison with banks and other finance-related institutions.
- Scanning all financial documents and finalizing coversheets, filing all documentation and taking responsibility for archives.
- Ensure that all payments are made in a timely manner with the appropriate authorizations.
- Ensure that all payments are done only if supported by vouchers and supporting documents complying with DRC and donor requirements.
- Ensure that all DRC templates existing along the Supply Chain (ORs, POs, Bid analysis, Contracts...) are signed and authorized before proceeding to payment.
- Undertake payment to beneficiaries / Cash for Work, in line with DRC policy.
- Conduct a physical Cash Count on a daily basis, release of signed Cash Count and clearing all Cash.
- Support internal and external audits as instructed by the Line Manager.
- Conduct duties in accordance with DRC Code of Conduct.
- Ensure transparency and DRC's positive regard and reputation within communities.
- Any other related financial duties as agreed with the Line Manager.

❖ **Admin-Finance Assistant**

Duration March 2018 – January 2019
Organization iMMAP - UNMAS

Duties and Responsibilities

1. Administration

- Ensure the welcoming and finance induction of new staff and carrying out administrative briefings
- Follow up on assets monitoring in the iMMAP office.
- Perform day-to-day purchases for Offices
- Guides and supervise cleaning services for the Baghdad Office.

2. Cash Management (Cash & Bank)

- Manage petty cash and working advances for iMMAP team based in Baghdad.
- Maintain Erbil cashbooks up to date on a daily basis.
- Make sure purchases are done in line with our procurement guidelines.
- Prepare and Pay Salary Advance and transmit the follow up to the Country Administrator.

3. Consultant invoices review

- In direct link with the different consultants, receive from them their invoices.
- Makes sure invoices are filled in line with latest iMMAP guidance policy.
- Review eligibility of all related expenses shown in the invoice.
- Liaise with HQ Finance & Admin Officer regarding invoices validation, payments.
- Collect and archives all original receipts from consultants.
- Organize shipment of original accounting documents + consultant receipts to HQ in France.

4. Accounting

- Check that vouchers are properly filled (Accounting code, designation, budget lines...)
- Ensure the validity of the invoices (quality of invoices, validation)
- Computerize, on daily basis, cash and bank expenditures in Excel
- Check accounting codes and budget line imputations with his/her line manager
- Carry out cash reconciliation

❖ **Administrative Assistant**

Duration September 2017– January 2018
Organization ACTED

Duties and Responsibilities

- Provides information by answering questions and requests.
- Provide general administrative and office support including mailing, scanning, faxing and copying to management.
- Maintain electronic and hard copy filing system.
- Perform data entry and scan documents.
- Assist in resolving any administrative problems.
- Prepare and modify documents including, reports, drafts, memos and emails. □
Maintain office supplies for department.
- Administrative and office support activities for multiple supervisors □ Prepare and organize meetings.
- Word processing, creating spreadsheets and presentations
- Filing and data entry

❖ **Please be noted, all the requested references will be provided once needed.**