

Full Name: Muhaymen M. B. AL-Athamna

Date of Birth: 28.01.1988

Nationality: Palestinian

Address: Baghdad – Al-Baladiyat – Dist. 726 – St. 41 –
House No. 4

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E-Mail: mohaeman.igc@gmail.com

Study: Bachelor Degree in Accounting Sciences

Year of Graduation: 2010/ 2011

Years of Experience: 8 Years

Places of Previous Work:

- 1- EarthLink Telecom – Fiber Optic Project (**IRAQ NATIONAL BACKBONE**)
(Supervisor Accountant, Finance Planning & Controller)
Feb. 2016 – Up to Date.
- 2- GQC global quality certificate now in Iraq ISO
Account Manager for the company. At the same time of working in
Earthlink Telecom. (Night Shift
June 2016 – Feb. 2018
- 3- Abreen for General Trade and Contracting– Iraqi
Senior accountant for the company and the project of (Baghdad
Investment Resort) and treasurer
April. 2013 – Jan. 2016
- 4- Accounts Manager in Tche Tche Café
At the same time of working in Abreen Co. (Night Shift)
April 2014 – Aug. 2015
- 5- International Group Co. (IGC) – Iraqi
Senior accountant of the group of Companies:



- IGC – Offshore Co.
- Cartage Co. for Engineering and General Contracting Ltd.
- Horizon for Projects & Engineering Consultancies Co.
- Regional Bureau Office for Designs and Engineering Consultancies.

Aug. 2011 – April. 2013

- 6- Sana Al-Khaleej Co. for Finance, Consultancies and Tourism and Real Estates Investments – Iraqi
 Senior Accountant and supervisor of the accounts of the amazing parks in Kut & Samawa
 At the same time of working in the IGC Group of Companies since (Sana Al-Khaleej Co. is one of the Group)

Languages:

- Arabic: Speaking, reading & writing/ Very Good
- English: Speaking, reading & writing/ Good.

Skills:

- **Computer Skills:**
 1. Word Program (Official Letters & Correspondences).
 2. Excel program (equations, sheets & schedules).
 3. Quick Books Program.
 4. Outlook.
 5. Data Entry.
 6. Installation.
- **Working on the accounting records and according to the Unified Accounting System of Iraq:**
 1. Bonds and exchange restrictions
 2. General daily record
 3. General ledger
 4. Stores records