

Resume

Personal information

Name: Ali Mahdi Saleh

Date of Birth: 14 Mar 1993

Address: Baghdad-Alkraada

Marital status: Single

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Summary

I have experience in Finance department with 2 years, have two recommendation letters from Country Detractor (international rescue committee) and three certificates, Experience with Sun System for accountant, BVA Budget Vs Actual System.

Education Background

- Bachelor's Degree in Banking and Accounting Science Dijla University College 2014-2015 .

Training

- IRC (International Rescue Committee) Training Code of Conduct .
- ICRC (International Committee of the Red Cross) Online Training (Safety and Security) .
- English language Certificate for Cambridge institute.

Work Experience

Account Assistant / [Yala Go Trade links Co.](#) (July 2019, Present)

RESPONSIBILITIES:

- Day to day recording of financial transaction.
- Ledger postings, account reconciliations.
- Assist with the preparation of reports and financial information.
- Archive the payment documents for Baghdad Office.



Finance Assistant / [International Rescue Committee](#) (May 2018 – 7 Jun 2019)

RESPONSIBILITIES:

- Follow-up on the tracking of program/travel and salary advances for all staff, making sure that all advances are cleared before the end of the month.
- Going to the banks and exchange offices for all IRC related business issues.
- Preparing monthly salary mapping JV for more than 300 staff.
- Day to day recording of financial transaction for finance petty cash.
- Daily reconciliation of bank and cash accounts.



- Maintain good relations with bank officials, Exchange offices, and other intermediaries to resolve problems.
- Follow-up with Supply Chain and FIELD offices about any missing vouchers.
- Ensure that all vouchers have all supporting documentation (approval notes, goods received notes, contracts, invoices, receipts, etc.), probably reviewed and approved by concerned personnel and copies of all records are filed.
- Under the supervision of the Senior Finance Officer, reviewing fuel tracking and follow up with Supply Chain.
- Ensure all supporting documents of the payment vouchers are stamped with PAID stamp.
- Make sure that all supporting documents of sub-grants' financial reports are properly archived.
- Make sure that all vouchers from Baghdad office and the FIELD offices are properly scanned and archived in a systemic manner on the IRC's server.
- Assist with audit preparation, pulling out vouchers for the review of Finance Managers/DFC/FC before handing over to the auditors and do scanning of documents as required.
- To improve accounting processing and to highlight errors or omission for the observation of the Sr. Finance Manager.
- Receive Cash Refunds from staff and charge them back to proper account codes, making sure that the Receipt Voucher is signed by the Payer and approved by the Finance Officer.
- Ensure that fiscal cash, checks, blank check books and other important documents are probably safe guarded in the office's safe.
- Working on Payments process to pay the amounts & Preparing PVB & RVB.
- Follow up with wiring fund from Erbil with banks statements and calculation bank fees.
- Disburse Cash and Checks to the vendors and staff.
- Preparation of checks for all bank payments ☐ Participate in professional development activities, as needed or requested.

Finance Intern / [International Rescue Committee \(IRC\)](#) (July 2017 – Mar 2018)



RESPONSIBILITIES :

- Scan the finance payment documents and the financial reports located in the filing room also in the finance office on daily bases.
- Archive the payment documents for Baghdad and the FIELD offices in the filing room and the finance office and making sure they are fully organized and sequenced according to the pay voucher reference and pay period also scanned in a systemic manner on the IRC's server.
- Follow-up with Supply Chain and FIELD offices about any missing vouchers, obtain the missing information with the payments documents and organize the cash distribution vouchers to be sequenced and origination with the receipt check list.
- Assist with audit preparation, pulling out vouchers for the review of Finance Managers/DFC/FC Assist with audit preparation, pulling or sending out vouchers for the review of Finance Managers/DFC/FC before handing over to the
- Maintain good relations with bank officials, Exchange offices, and other intermediaries to resolve problems.
- Provide any other proper support to the finance office when other tasks are needed.
- Adhere to deadlines of finalizing the tasks.

- Keep the reports and payment documents under safe and confidential environment and making sure safe access all the time.
- Update the information in the safe share drive and on daily bases.
- Sending the original documents to the HQ on monthly bases.
- Additional tasks may be given in relation to processing payment
- All IRC staff are required to adhere to THE IRC Way Standards for Professional Conduct and the IRC country employment policies .

Language			
Language	Speak Level	Read Level	Write Level
Arabic:	Excellent	Excellent	Excellent
English:	Very Good	Very Good	Good
Skills			

- Expert in Microsoft Office.
- BVA (Budget vs. Actual)Financial System.
- SUN System for Accounting.
- IC3 during the college education.
- Using Office Sets Such as scanner, printers and achieve tools

Additional Information
<ul style="list-style-type: none"> • Hardworking and Friendly. • Discipline and on time, Able to work Under pressure • Likes to try new things and build skills. • Team working