



# Ahmed Basil Abdul-Wahab

**Education Certificate:** BSc of Business Administration

**Language:** Mother language (Arabic), Fluency (English)

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Baghdad, Iraq

## Summary of Qualifications

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- Good knowledge of accounting and bookkeeping procedures
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Familiarity with accounting software (e.g. Sun System)
- Organizational and time-management skills
- Attention to detail, with an ability to spot numerical errors
- Marketing planning and analysis
- Problems of forecasting analysis & Solving.
- Managing project needs and critical dependencies with hands-on approach.
- Quick to respond to new developments effectively

## Professional Experience

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*IRC (International Rescue Committee)*

*16 Oct 2016 - present*

*Financial Assistant*

### Duties

- Ensure that all accounts source records are properly and accurately recorded.
- Proper security of cash disbursement and cash on hand possession.
- Review payroll every month with the supporting document, track the salary advance is taken, any outstanding cash advances and charges related to T7 for recovery. Ensure that advances taken in a given month are liquidated appropriately.
- Visiting the banks and exchange offices for all IRC related business issues and resolve problems.
- Ensure that all vouchers have all supporting documents.
- Improve accounting processing.
- Review all payment documents according to the authorization matrix for proper and adequate backup.
- Preparer a bank reconciliation for field office and send it to the Main Office on a monthly basis.
- Ensure that statutory deductions are paid on time to avoid any penalty
- 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 checklist.
- Keep the reports and payment documents under a safe and confidential environment, making sure safe access all the time and send all reports to HQ in a proper manner.
- Ensure all paid payments are marked PAID in the BVA system immediately when a payment is made.
- Maintenance of up-to-date spreadsheet for Baghdad office and ensures mathematical accuracy, correct coding, and the existence of supporting documents in accordance with IRC policies and procedures.
- Prepared salary mapping for the approved monthly payroll and prepare the JV " Journal Voucher "
- Maintain cash count and send cash balance daily to the HQ office.
- Support other departments in the operation effectively.

*QIMMAT ALJINAN CO.,  
Logistic and supply chain Specialist*

*June 2015 – Oct 2016*

**Duties**

- Procurements, Accounting and coordinator between Baghdad and Basra branches.
- Reconcile and maintain balance sheet accounts
- Draw up monthly financial reports
- Assist with year-end closings.
- Review and process expense reports
- Coordinate the shipping process UK-IRAQ for importing items according to marketing plan and marketing needs.
- Cost control budgets.
- Provide regular feedback on the operation concerns and issues to stakeholders and senior managers.
- Monitor projects budget by reviewing project technicians' job time and material costs.
- Carry out staff performance appraisals.

*Self-independent*

*February 2015 – Present*

*Accountant*

**Duties**

- Managing the users for three EarthLink internet towers, which include the followings:
- Managing user's monthly payment process.
- Solve technical problems for the users (if any)

## **Education & Training**

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- Integrating Budgeting, forecasting and business planning – Malaysia Training Center -2016
- Bachelor of Business Administration – AL Mansour University College – 2015, Baghdad, Iraq
- Stay Safe Course from IFRC, 2017.

## **Key Skills**

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- Organizational planning framework
- The product / information / decision support cycle
- Strategic, tactical, and operational forecasts
- The strategic approach to business planning
- Various strategic and tactical approaches to business planning
- The international business environment
- Developing the business plan
- Identification of key value drivers ,Achieving objectives
- Zero base budgeting
- Activity based budgeting
- Developing the Cash Budget
- Problems of forecasting
- Using historical data to help predict the future
- Budget Forecasting
- Development of Time Series Models

- Using Regression Analysis as a predictor and estimator
- Mastering the use of Exponential Smoothing as a Data Analysis tool
- Cost behavior and breakeven analysis
- Activity based costing
- Budgeting for Processes rather than Departments
- Defining Key Cost Drivers
- Defining Key Activities
- Developing the Activity-Based Budget
- Identify the various types of capital projects
- Discuss the capital project evaluation process