

Curriculum Vitae

Personal Information

Name : Dena Kamil Kasim Faylee
Address : Iraq-Baghdad, Al-Idreesi, Palestine St. , M.505 - St.8 - H.4
Birth Date : April 28, 1993
Birth Place : Baghdad-Iraq
Nationality : Iraqi

Contact

E-mail dina_alfaylee@yahoo.com
Telephone Number: 00964-773 803 8973

Education

2013-2017: B.Sc. Banking and Financial Sciences – MUC
2016: Microsoft PowerPoint 2010 Certified - Microsoft

Courses

2015: The International Financial Reporting Standards / Jordan
2016: Banking and Financial Systems Clarification Course / Bank of Baghdad / Iraq – Baghdad
2016: Microsoft PowerPoint 2010 training course / MUC / Iraq - Baghdad
2017: Management Skills Improvement Training / Iraq - Baghdad
2018: General English Language Programme / British languages center / Iraq – Baghdad

Work Experience

2016 - 2017 **Al Faysal Co. For Travel & Tourism**

Job title: Coordinator In Iraq Office

Job descriptions:

- Booking airlines tickets to all over the world.
- Hotel Reservation all over the world.
- Responsible for reviewing all the requests from the biggest companies in Iraq like Zain Co., Horizonisp Co., Foodo Co.
- Responsible for Prepper all invoices to receive the money and check it with the System.

POC: Zina Rawdhah

zaina@alfaysaltourism.com

Desk phone: 00694-781 333 8830

2017-2018

Al Tawasul Al Iraqia Co.Ltd General Trading

Job title: Accountant

Job descriptions:

- Treasurer of the company.
- Responsible for giving advances with settlement.
- Matching the balance between the cashbook and the safe.
- Matching the balance about the daily revenue with IT department.
- Insert all expenses in the cashbook.
- Writing all the vouchers of expenses & closing all kind of advances to the employees and the projects of the company.
- Processing all the expenses in the SAGE system for all branches of Baghdad.
- Archive all the wholesale orders.
- Receipt money from salesman.

POC: Alaa Yousif

ayousif@tawasulco.com

Desk phone: 00694-770 690 0544

Skills

• **Languages:**

Arabic: Mother language.

English: Good

Dutch: Good.

• **Computer Skills:**

Windows 8: Excellent

Windows Vista: Excellent

MS Outlook: Excellent

MS Word: Excellent

MS Excel: Excellent

MS PowerPoint: Excellent