

Resume



Ahmed Abdul Wahab Abdul Rahman

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OBJECTIVE

Multi-faceted, efficient, and reliable administrative professional with experience in accounting, plus marketing and sales includes supporting sales personnel, to improve internal and external operations of the company.

EXPERIENCE

■ **Clearing employee** , Dar Al Salam Investment Bank February 2000-January 2001
Baghdad

Main duties:

Receipt and registration of clearing cheques.

Transfer the clearing cheques to the exchange department.

Matching clearing account.

Matching clearing monthly and yearly budget

■ **Data Entry** , Dar Al Salam Investment Bank January 2001-April 2004
Baghdad

Main duties:

Entre new accounts.

Entre daily operations.

Print general data.

Make regular backups.

■ **Accountant** , Dar Al Salam Investment Bank April 2004-November 2011
Baghdad

Main duties:

Record daily transactions

Treasury record

Daily ,monthly and annually budget

Tax statements

Expense statements

Profit and loss statements

Payroll

■ **Treasury official**, North Bank for Finance and Investment June 2012-May 2015
Baghdad

Main duties:

Responsible for cash flow.

Monitor the tellers and ensure their compliance with the bank's instructions and conditions.

Consult with the manager to set a daily work plan and calculate the amount of cash reserve required.

■ **Accountant**, Alnaqus Alfudhy Group May 2015-Jol 2015
Baghdad

Main duties:

Follow up on clients' accounts

Calculating discounts

■ **Marketing / Accounts**, Iraq Palace General Trading
Company

September 2015-July 2018

Baghdad

Main duties:

Maintain contact with old customers.

Identify new customers.

Evaluating and maintaining the marketing strategy.

Follow up on clients' accounts

Calculate industrial costs

■ **Sales**, Al-Dua Water Bottling Company August 2018-January 2019
Dujail

Main duties:

Maintain contact with old customers.

Identify new customers.

■ **Marketing**, Naba'a Al Furatain Company March 2019-September 2019
Baghdad

Main duties:

Developing a strategy that increases the marketing share.

Identify new customers.

Development and management of advertising campaigns.

Evaluating and maintaining the marketing strategy.

Directing, planning and coordinating marketing efforts.

Competitors' evaluation.

- **Sales**, Super Pack Cartoon Production Company December 2019-January 2020
Baghdad

Main duties:

Maintain contact with old customers.

Identify new customers.

EDUCATION

- **Accounting Diploma** , -1997
- **Banking and Financial Sciences**, two years only without degree -2006

COURSES

- **The unified banking program**, Dar Al Salam Investment Bank
- **English language**, Dar Al Salam Investment Bank
- **Windows office program**, Dar Al Salam Investment Bank
- **HUB Program**, Dar Al Salam Investment Bank
- **Money laundering**, Dar Al Salam Investment Bank
- **Orion Program**, North Bank for Finance and Investment
- **Money Laundering**, North Bank for Finance and Investment
- **Al-Amin Program**, Alnaqus Alfudhy Group
- **Al Bayan Program**, Iraq Palace Company

LANGUAGES

English Language , Good