



MOHAMMAD QAIS HUSSAIN AL QAISY

Professional Accountant

PERSONAL INFO:

Marital Status: Married
Birth Date: 26/10/1989
Mobile: +964 (0) 770 087 4532
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SKILLS

Leadership	75%
Communication	75%
Teamwork	90%
Time Management	80%

LANGUAGE:

Arabic & English.

EXPERTISE:

IAS, IFRS & Local GAAP
Budgeting & Forecasting
Cash flow forecasting / Treasury
Internal Management Reports
Correspondence with Bank, Tax
authorities and External Auditors
SAGE ERP - evolution
Timberline ERP
ERP - Oracle fusion - System
Presale cash / system
MIRA / sale system ERP
MS Office

EDUCATION

Baghdad University
2008 - 2012
Bachelor of Management and Economics

WORK EXPERIENCE

Accountant
Al Muhaidib Group - Almaha General Trading
Oct 2012 to Present

- 1- A/R Accountant & Cash management & Fixed Assets & A/P , Operations .
- 2- Analyze the debts of the agents and make a detailed report of each agent's situation and match agents and correct the balances of agents financially and make financial restrictions for customers with respect to sales returns + discount due to sales customers
- 3- Prepare reports monthly expenses analysis
- 4- Match balances of banks monthly and Matching currency exchange bureau
- 5- Coordination with the Supply Department to complete the related materials of the materials of the nearby materials, completion of the inventory of materials, matching their balances and completion dates and record the detailed report of the situation
- 6- Organizing and recording records of tax and customs declarations and conducting a detailed disclosure of the financial year
- 7- Include financial entitlements for end of service benefits for employees whose services are terminated
- 8- Working in Asset System (Matching + Adjustments)
- 9- Payment of small amounts of money + matching petty money / authority of the finance manager
- 10- Follow sales of items with sales in coordination with TC
- 11- Follow-up target and achievement ratio, assist delegations and sales supervisors, motivate them and provide support to achieve the sales target
- 12- Process Inventory and Match Cash vans (Check in / Check out).

Financial Accountant

GMS Group German contracting company

Aug-2011 to Oct-2012

- 1- Introduce expenses and install them on daily records.
- 2- Inventory and check purchases with purchase receipts.
- 3- Make payments and record them on the US Journal.