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ZAID TALIB KADHUM

OBJECTIVE

Seeking to peruse personal and professional improvement of my work and my relationship with work colleagues

SKILLS

Communication,
Leadership,
Teamwork/collaborative,
Self-motivation,
Problem-solving, Time
management, hard
worker.

NATIONALITY: IRAQ

CITY OF BIRTH: NAJAF

PHONE NUMBER:009647702793666

DATE OF BIRTH: 05/05/1990

COUNTRY OF BIRTH: IRAQ

E-MAIL ADDRESS: ZAID.TALIBIRAQI@YAHOO.COM

NUPTIAL STAUS: MARRIED

EXPERINCE

FINANCE ASSISTANT • NORWEGIAN REFUGEE COUNCIL (NRC) • MAR 2017 – DEC-2018

- 1.Support Finance officer and Finance Manager in Day-to-day duties.
2. Responsible for petty cash box in main office, and keeping a thorough record of transactions and cash advances;
3. Making the vouchers and checking all the support documents. Make sure that vouchers are certified by Finance officer or Finance Manager and approved by authorized staff.
4. Responsible for updating all cash boxes and reconciled balance on the daily basis. handover of cash count and cashboxes to finance officer
5. responsible to work as a backup of Finance Officer in case of her absence;

6. Responsible for updating the file tree for Finance area.
7. Responsible for updating the asset list with voucher no. and transaction no. from NRC online system.
9. Daily basis cash count for cash box with controlling for petty cash.
10. Process tax and Social Security payments basis.
11. Record accounts payable and accounts receivable
12. Meet the Requirements of the External Auditors.

CASHIER • AL- HILOL FOR WATER TREATMENT • MAR 2014 – MAR 2017

- 1.Receiving cash with singed papers.
- 2.Preparing salaries, wages, penalties, compensations that management imposes.
- 3.Pursuing sale invoices with data entry employee.
- 4.Depositing and withdrawing cash from the bank account.

EDUCATION

**Bachelor's in administration and •Economics •
2009-2012 • University of Baghdad**

REFERENCE

SARMAD.MOHIALDEEN@NRC.NO