

Sura Kassim Kadhum Alwash
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Personal Data:

- *Date of Birth: 1986*
- *Nationality: Iraqi*

Education:

University: Babylon

College: Material engineering

Bachelor degree in engineering

Graduation: 2008

Skills

- *Speaking ,reading and writing English language*
- *Software: all windows operating system ,Microsoft office Applications(word,Excel,power point ,Access)*

Experience

BDC (Babylon Development Company) MALL

**(In same time, I'm in charge for
Sumer cinema as Accountant &
Legend Company as Accounting Manager)**

Financial Manager

Aug.17 to May. 2019

Responsibilities:

- *Responsible for all finance reports(payroll, leasing ,cash flow ,Income and expense ,p &L)*

- *Hinawai system (Daily finance follow up reports, payment Transactions)*
- *Veezi system follow up reports*
- *Semnox system follow up reports*

CHF international, VITAS IRAQ

Accountant coordinator

Mar. 2015 to Aug. 2017

Responsibilities:

- *Responsible for all finance dep. Report*
- *Tracking check books with suppliers & Treasury Dep.*
- *Audit Employee salary*
- *Audit & Follow up with legal office for expense and reports*
- *Coordinate with other Dep. For all related to finance (reports ,expense ,cash transfer ,follow up)*
- *Transaction all payment on QuickBooks*
- *Audit check books /client & Suppliers checks*

CHF international ACSI (Access to credit services Initiative) Program

Accountant

Oct.2011 to Mar. 2015

Responsibilities:

- *Responsible for all documents including (petty cash, cash payment ,procurement documents ,checks)and posted in QuickBooks program*
- *Filling for checks (scanning and Archiving)*
- *Working on human resource information system*
- *Working on employee salary and related transfer for salaries*
- *Audit all document related to finance department*
- *Training all new employee in finance department or branches how to work and explaining related issues to finance*
- *Follow up with money lender for transfer for branches*
- *Transaction all payment on QuickBooks*
- *Follow up with treasury department for all payment paid by check*
- *Follow up for all payment related to car expense*

CHF international ACSI (Access to credit services Initiative) Program

Junior Accountant

Sep.2010 to Oct. 2011

Responsibilities:

- *Follow up money transfer with branches and money Lender*
- *Follow up with Treasury department for Bank statements and checks*
- *Audit checks*
- *Reconcile between Bank statement and Web. Abacus (internal system for company) to be sure that balance for all bank accounts is correct*
- *Responsible for all documents including (petty cash, cash payment ,procurement documents ,checks, travel advance)and posted in QuickBooks program*
- *Filling for checks (scanning and Archiving)*
- *Follow up with the bank for loan employee*
- *Working on making and got approvals from Directors for all request from other departments*
- *Working on employee salaries*
- *Follow up lawyer expense with legal office*
- *Working on Web Abacus system*

CHF international ACSI (Access to credit services Initiative) Program

Accountant assistant

Feb.2009 to Sep. 2010

Responsibilities:

- *Follow up money transfer with branches.*
- *Follow up cash with branches.*
- *Audit all documents related to cash for main office and branches*
- *Follow up postage and mail between main office and branches*
- *Follow up with Treasury department for Bank statements and checks*
- *Working as Archiving employee for all related to finance department*

Trainings:

- *Fundamentals of Accounting for microfinance managers*
- *Financial analysis*
- *Accounting principles*
- *QB. TRAINING /Internal Audit*