**Dina Waleed**

Birthday: August 6, 1978

Place of birth: Iraq – Mosul

Mobile Number: (+964) 770 206 3959

Email Address: [dinamajeed28@gmail.com](mailto:dinamajeed28@gmail.com)

Gender: Female

Marital Status: Single

**QUALIFICATIONS:**

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|  | * Experienced customer service and administrative services professional. * Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects. * Goal-driven professional who adheres to high performance standards. * Enjoys working in multicultural settings with diverse team of professionals. |
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**CERTIFICATION**

**PFA – Professional Financial Accountant**

Oxford Academy – For Training & Consulting

15/11/2018 – 15/01/2019

**EMPLOYMENT:**

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| **AL MOUYASSER For General Trading.**  *Nov 2018 – JAN 2019*  **Fix Asset Project Coordinator**   * Updating information on the system. * Validating Asset records. * Coordination between accounting and asset departments   **Save the Children Organization**  *May 2015 – Aug 2015*  **Data Entry:**   * HR Department: Entering the employees information * Accounting Department: Recording the organization expenses   **Delta Commercial Services Iraq**  *October 2015 – till 30 November 2018*  **Accounting:**   * follow up & reporting to Head Accounting all SOA for all suppliers and clients. * clearance all SOA with the suppliers &clients and share it with Head Accounting&Managers * company's treasurer. * prepare monthly payroll for employees with all expenses.   **Data Entry:**   * Stock physical check, stocktaking, inventory…etc. * Create account and prepare documents for new clients and follow up with details needed. * monthly expenses.   **Follow up with Beauty Advisors in:**   * exchange rate. * cash closed, expenses shops. * daily check for all tickets. * check all invoices and returns.   **Nokia**   * Sales agent in Nokia ( Mabco) Show room From 1-11-2007 until 30-8-2008.   **Newroz Telecom**   * Sales agent in Newroz Telecom Showroom From 1-9-2008 until 1-10-2010. * Admin Sales distribution in Newroz Telecom from 1-10-2010 until 30-4-2011 . * Sales Distribution Team Leader in Newroz Telecom from 1-5-2011 until 15-9-2014. |
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**EDUCATION and AWARDS:**

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| **Secondary school** |

**SKILLS:**

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| **Language** - Fluent in: and Arabic.  Good in: Kurdish and English.  **Computer Skills** - Microsoft Office (Word, Excel, PowerPoint, Outlook). |