

Shkar Nabaz Muhamed Sdiq

Birth: 22/9/1989

Material status: Married

Nationality: Iraqi - Kurdish

Suleymaniyah – Hiron City



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PROFESSIONAL PROFILE

An adaptable and responsible individual seeking a position in Cashier, Accounting, Finance or Banking which will utilize the organizational and communication skills developed through my involvement with Humanitarian NGOs.

I am self-motivated, organized and capable of working under pressure. I have a clear, logical mind with a practical approach to problem solving. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking and eager to learn.

EMPLOYMENT HISTORY

1- Cashier, QANDIL Swedish Humanitarian Aid Organization, (December 2014 – December 2016)

As a Cashier, I was in charge of preparing Cheques for (cash assistance payments) for refugees who are based in Sulaymania Camps in different locations such (Kalar, Qanaqeen, Kifri, Chamchamal, Dukan, Raniya, Bazian, Arbat and Barika). During my tenure with QANDIL, My duties and responsibilities as a cashier were:

- Ensure proper filing of the supporting documents related to the cash assistance program of the refugees.
- Respond the beneficiaries- IDPs inquire questions, and provide information on the procedures.
- Compute and record the cash payments on daily bases.
- Responsible for the monthly financial report of the cash assistance payments.
- Checking bank accounts and statement related to the cash assistant payments.
- Follow up the approved lists by UNHCR for the refugee's cash assistance activities.
- Preparing Cheques for the cash assistance for beneficiaries.

2- Accountant, RASAN Organization for defending women's Rights, (June 2017- on going)

Responsible of the Purchasing committee, responsible of HR contracts and time sheets, checking bank accounts of the projects implementation by the Rasan for the targeted women either in suleymaniyah or outside , preparing the list of the monthly staff payments.

3- (Accountant & Cashier) in Ford.Iraq. Al-Qasid Commercial Agencies Co.,Ltd in Suleymaniyah since 16 March 2019 till 26 Apr. 2022

My duties and responsibilities are:

- Managing currency exchange and conversion with (Amman, Baghdad, Erbil) main offices, using accounting software system
- Scan goods and ensure pricing is accurate
- Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer
- Resolve customer complaints. Guide them and provide relevant information
- Balancing the cash register and generating reports for credit and debit sales
- Follow up the daily currency rates through reliable official releases and what the company recommends

4- (Accountant) in Cihan Motors Sulaimaniyah – Authorized Toyota Dealer, since 1 May 2022.

My duties and responsibilities are:-

- Ensure all office provisions are made (office management expenses) after necessary approvals from the relevant authorities.
- Update all the branch level finance summaries, reports and statements and file them accordingly.
- Receive, monitor and update the records of stock and value on to accounting system and Auto line system, accordingly, with 100% accuracy.
- Monitoring and recording all the cash flow activities at Branches.
- Fully responsible for managing the cash in register, maintaining the cash record / documents and updating the register, at all time.
- Performing all reporting and adherence to the direct supervisors.
- Involve in continuous learning of accounting analysis skills in order to achieve accurate reporting methods and systems.
- Follow all safety regulations, confidentiality guidelines, office timings, procedures, dress-codes and behavioral standards.
- After sales accounting.
- Bank visiting

EDUCATION

BA Finance & Banking, College of Administration & Economics, University of Human Development – Suleymaniyah (2013-2014).

SKILLS

- Purchasing
- Programming and Emailing
- Management
- Leadership (Team work)
- Database Management
- . Inventory

CERTIFICATES, TRAINING AND ADDITIONAL SKILLS

- I got training on team and group work, gender balance, capacity building, human rights...
- Microsoft Office Excel, word and power point.

LANGUAGES

English (Intermediate speak well and reading understanding writing)
Arabic (speak well and reading writing good)
Kurdish (Native)

REFERENCES/ Available upon request