

FADY AMJAD

PERSONAL DETAILS

Ankawa, 44001 Erbil
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EDUCATION

Bachelor of Science in Accounting Nov 2012 – Jun 2016
Cihan University, Slemani
Courses Taken: Principles of Accounting, Financial and Managerial Accounting, Financial Statements, Statistics, Economics, Intermediate Accounting, Marketing, Cost Accounting, Advanced Accounting, Tax Accounting, Introduction to IT, Money and Banking, Mathematical Finance, Commercial Law, Financial Management, Financial Systems, Specialized Accounting, Advanced Cost Accounting, Auditing.

EMPLOYMENT

Accounting consulting and store keeper Apr 2023 – Present
Integrated Solutions – ISIT, Erbil

- Maintained accurate records of IT equipment, including computers, servers, and networking devices, ensuring that critical items were consistently in stock.
- Regularly monitored inventory levels, placing orders to replenish supplies before they ran out.
- Oversaw the receipt of IT equipment and supplies, verifying that they matched purchase orders and met company standards.
- Organized and secured IT equipment and supplies in a manner that was efficient and compliant with environmental and security standards.
- Conducted regular physical counts of inventory, reconciling any discrepancies between physical and recorded stock levels.
- Worked with suppliers to place orders, track deliveries, and assess performance to ensure value for money.
- Generated accurate invoices for IT equipment and services, processed and recorded customer payments, and followed up on outstanding accounts receivable.
- Entered and reconciled all financial transactions in the company's accounting system, ensuring accuracy and compliance with financial regulations.
- Prepared regular inventory and financial reports for management review, supporting budgeting, forecasting, and decision-making.

Finance Officer Oct 2021 – Apr 2023
ZOA NGO, Erbil

- Assisted in implementing ZOA's financial administration procedures, ensuring compliance with organizational rules and regulations.
- Prepared and processed day-to-day payments in a timely manner, ensuring accurate cash management.
- Conducted weekly cash counts and reconciliations of cash and advance payments, maintaining proper documentation.
- Recorded all financial transactions in the ERP accounting software for both support and district offices.
- Organized and maintained financial transaction documents in a standardized filing system, both hard

copies and electronic versions.

- Managed work advances and ensured timely reconciliation.
- Prepared accurate and timely financial statements and reports for internal and external stakeholders, including donors and regulatory bodies.
- Monitored and tracked the allocation and utilization of grants and donations, ensuring adherence to donor specifications.
- Developed annual budgets in collaboration with department heads, aligning with organizational goals and funding requirements.

Finance Assistant

Jul 2018 – Sep 2021

IMC (International Medical Corps, Erbil

- Prepared cash and bank transaction vouchers, ensuring accuracy and compliance with organizational procedures.
- Reviewed payment vouchers and supporting documentation to verify correctness and adherence to policies.
- Prepared and maintained the cash transaction journal, entering all transactions on a daily basis.
- Managed the disbursement of cash in accordance with the organization's procedures, ensuring proper allocation and documentation.
- Maintained accurate records for cash disbursements and kept the cashbook up to date for all cash payments.
- Managed petty cash, including tracking expenditures and ensuring proper documentation.
- Maintained a list of outstanding advances, adhering to policies and procedures for advance management, and ensured adequate cash resources were available for planned activities.

Assistant Accountant

Jul 2016 – Jun 2018

Albashaer Iraqi Microfinance Organization, Slemani

- Managed bookkeeping and primary accounting records, including petty cash imprest management.
- Filed and coded all vouchers and documents according to the chart of accounts, verifying receipts and payments to ensure accuracy.
- Ensured proper classification of transactions as assets, liabilities, income, and expenses, verifying all entries for genuineness, accuracy, and authorization.
- Prepared monthly and yearly financial reports, including income and expenditure results, trial balance extraction, bank reconciliations, and income statements.

SKILLS

Financial Analysis

Voucher Management

Financial Reporting

Bank Reconciliation

Bookkeeping

Accounting Software Proficiency

Transaction Analysis

Document Management

Interpersonal Skills

Regulatory Compliance

Cash Management

Problem Solving

LANGUAGES

Kurdish

Arabic

English

REFERENCES

References available upon request.