

CURRICULUM VITAE

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Date of Birth 07 April, 1993.

Personal Profile

Detail-oriented and motivated Finance & Accounting professionals with experience in accounting, financial reporting, budgeting. Skilled in handling daily financial operations, journal entries, reconciliations, accounts payable and receivable, and supporting audits. Strong communication skills with the ability to work effectively in multicultural environments. Fluent in Arabic, Kurdish, and English, with a passion for continuous learning and professional growth.

Work Experience

Finance Officer – Women for Women International November 2022 _ April 2026

- **Prepare bank reconciliations and prepare the monthly cash request, secure necessary approval and submit to HQ**
 1. Manage treasury closure without any discrepancies and per WFWI policies with having all entries converted or selected and approved.
 2. Prepare the cash request autonomously with utilizing all its components.
- **Revise the spending plan on monthly basis and analyze the spent against forecast for the review of the finance and logistics manager (FLM).**
 1. Has full understanding of the available grants and their details with budget codes and account codes.
 2. Analyze the spent against actual for each grant and advise on the reprojecting of expenses by cancelling or shifting them and showing the impact with lessons learnt for future forecasts.
- **Review all payment requests of regular and unpaid stipend for accuracy and completeness before verification by the Finance & Logistics Manager.**
 1. Show the anticipated figures in an updated document to be verified against the requested figures.
 2. Detect and advise on any discrepancy in the requests before the signature of the FLM which could be delegated to her.

- **Prepare and submit journal entries for accountancy and financial transactions needed in Intacct.**
 1. Regular journals for end of month closure are prepared and submitted in time in Intacct with attaching supporting documents including prepaid accounts and amortizations.
 2. Journal entries for correcting system discrepancies are prepared and submitted as necessary to correct different journals with exchange loss/gain
 3. Write off stipend journal and any other reclass journals are prepared and submitted as necessary or advised by FLM.
- **Clearing Annual and quarterly income tax papers and effect the tax payments to the KRI Income Tax Department in due time**
 1. Pay quarterly income tax due to the KRG tax department.
 2. Preparing the annual income tax form with the help of HR/Admin manager for HR part and have the tax clearance from the tax department for the current year.
- **Prepare donor financial reports.**
- **Filling the HR manager position for 5 months to fulfil the following tasks:**
 - 1- The preparation of staff payroll
 - 2- Service contract attendance sheet and analysis
 - 3- Leading the income tax procedures
 - 4- Social security analysis for the organization

Finance Assistant – Women for Women International April 2022-10th of November 2022

- **Handling Cash and Cashiering Duties**
 - Safe and secure Transaction of cash .
 - Keep an accurate daily record of all cash transaction and perform cash counts as per the policy .
 - Payment of approved transaction in time .
- **Banking activities including cheque and wire transfer**
 - Preparing cheque for payment
 - Issue letter for transfers of currency exchange and RTGS .
 - Maintaining bank books and register all bank transaction in time.
- **Maintain financial records in an orderly manner**
 - Maintain update well organized archive box file for hard copies
 - Maintain update electronic version of necessary documentation and finance letters
 - Maintain supporting document and update attachments of intacct entries for 2022 and start the same for 2021 to be continued within annual objectives.

- **Anticipate and maintain sufficient fund for monthly distribution of stipend in IQD in coordination with finance officer and program manager**
- Check the balance of IQD in banks and issue letters for transfer USD between banks and exchange USD to IQD in each bank to have the balance ready when cheque issued.

Finance Intern – War Child UK March 2021 – May 2021

Finance Assistant – War Child UK May 2021 – March 2022

- Working as a cash custodian and performing bookkeeping for all cash transaction along with examining all relevant documents for accuracy and completeness.
- In charge of reviewing and ensuring that all expense claims submitted are complete and the information mentioned is accurate and prepare relevant payment vouchers.
- Preparing cash counts on the weekly bases and submit it to the supervisor for approval.
- Ensuring that all advance requests are supported by a prior approval of the activity for which the advance will be used.
- Keeping track of the advances and ensuring that all business advances are cleared as per the policy.
- Dealing with bank transactions (withdrawal, deposit, transfer) and perform bookkeeping for every bank transaction.
- Preparing cheques, in time for the approved amount of payment.
- Organizing and archiving all finance documents / correspondence and records as instructed according to file maintenance guidelines and/or legal requirements.
- Preparing letters, in time for all transfers.

Customer Service – RT Bank August 2019 – March 2021

- Using Banks for accounting system.
- Internal and external transfers.
- RTGS transfer.
- Master Cards.
- Opening Accounts.
- Data entry.

Office Manager – Al-Jazeera Machinery Company September 2017 – December 2018

- Monthly Report of Sales and Expenses
- Making Report once every 3 months about the Company's Profit and Loss.
- Making Report once every 3 months about the Company's Market Share.
- Relation between The Company and Brands that deal with.

Previous Education

Bachelor's degree of Business and Management (BBA) (BSc.) Tishk International University (Formerly known as Ishik University) Erbil, Iraq | 2013 - 2017

Skills and abilities

- Excellent knowledge of MS Excel and accounting software.
- The ability to make calculations quickly and accurately.
- Good communication, interpersonal, and problem-solving skills.
- Good organizational and time management skills.
- Strong knowledge of bookkeeping using Quick Books.
- Strong analytical skills.

Languages

- Arabic: Fluent
- Kurdish: Excellent
- English: Excellent

Certificate of Participation for Language, Culture and Science Festival by Tishk UNIVERSITY (Formerly known as Ishik) and Municipality of Erbil, April 2012

Training

- Internship Program conducted by WRO (Women Rehabilitation Organization) on accounting and financing.
- Training on Auditing and cash transferring conducted by RT Bank
- Anti-money laundering training conducted by RT Bank
- Human Resources and Administration training
- Master Card issuing training conducted by RT Bank.
- Finance
- Microsoft Excel 365 Specialist Associate

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