

Curriculum Vitae
Ahmed Thamer Muhammed
Email: ahmadthmer7@gmail.com

Personal Information

- Full Name Ahmed Thamer Muhammed
- Date of birth 1998
- Gender Male
- Nationality Iraqi
- Mobile +9647502018277
- E-Mail ahmadthmer7@gmail.com

Experience

Accountant in (Green Line) Pharmaceutical Company – (June)2023 – Now

Duties:

- **Financial Record Keeping:** Maintain accurate and up-to-date financial records, including ledgers, journals, and reconciliations for all transactions.
- **Budget Management:** Assist in the preparation and monitoring of budgets, ensuring expenses align with the company's financial goals and policies.
- **Accounts Payable and Receivable:** Manage and process accounts payable and receivable, ensuring timely and accurate payment of invoices and collection of outstanding amounts.
- **Financial Reporting:** Prepare and analyze financial statements and reports, including profit and loss statements, balance sheets, and cash flow statements.
- **Compliance and Audits:** Ensure compliance with financial regulations and standards, and assist with internal and external audits.
- **Expense Tracking:** Monitor and control company expenses, ensuring all expenditures are properly documented and approved.
- **Financial Analysis:** Conduct financial analysis to support decision-making, including variance analysis, cost analysis, and profitability assessments.

Assistant Manager in Insurance Company- January 2023 – May 2023

Duties:

- **Team Supervision:** Oversee and support the performance and development of junior staff, including providing training and managing daily activities.
- **Client Relations:** Handle complex client inquiries, resolve issues, and ensure high levels of customer satisfaction.
- **Policy Administration:** Assist in the management and processing of insurance policies, including renewals, amendments, and cancellations.

- **Claims Processing:** Support the efficient handling and processing of insurance claims, ensuring compliance with company procedures.
- **Reporting and Analysis:** Prepare and analyze reports on key performance metrics, claims data, and other relevant indicators.
- **Compliance and Regulation:** Ensure adherence to industry regulations and internal policies, and assist with audits and compliance checks.
- **Sales and Business Development:** Support sales initiatives, identify new business opportunities, and assist with client proposals and product promotions.

Customs entry and exit Clearance (Al-Mundhiriyah Customs) – April 2024-September 2024 (Evening shift)

Duties:

- **Documentation Review and Preparation:** Verify and prepare all necessary documents for both import and export, including invoices, packing lists, and certificates of origin.
- **Tariff Classification and Duty Management:** Classify goods under Harmonized System codes and calculate or manage applicable duties and taxes for both entry and exit.
- **Customs Declaration:** Complete and submit all required customs declarations and paperwork to the relevant authorities for both imports and exports.
- **Compliance and Regulation:** Ensure all procedures adhere to local and international trade regulations and agreements for both entry and exit processes.
- **Inspection Coordination:** Arrange and coordinate any required inspections or examinations of goods by customs officials for both import and export.
- **Issue Resolution:** Address and resolve any discrepancies or issues to facilitate the smooth release of goods for both import and export.
- **Record Keeping and Maintenance:** Maintain accurate records of all customs transactions and documentation for compliance, auditing, and future reference.

Employ in real estate office in atrocity (2021-2022)

Duties:

- **Client Interaction:** Respond to inquiries, schedule property viewings, and provide information on properties and market conditions.
- **Administrative Support:** Maintain and update property listings, manage client databases, and handle office correspondence.
- **Marketing and Sales:** Develop marketing strategies, create promotional materials, and organize open houses and property tours.
- **Transaction Management:** Assist with negotiations, coordinate with escrow companies and inspectors, and ensure timely completion of transactions.
- **Market Research:** Conduct research on market trends, property values, and competitive offerings to advise clients effectively.

- **Customer Service:** Address client concerns and follow up post-transaction to ensure satisfaction and gather feedback.
- **Office Management:** Oversee daily operations, manage supplies and equipment, and ensure compliance with office policies and regulations

Accountant in Kenz bank (2016 – 2018)

Duties:

- **Financial Reporting:** Prepare and analyze financial statements, reports, and summaries to ensure accuracy and compliance with regulations.
- **Transaction Processing:** Record and reconcile transactions, including deposits, withdrawals, and transfers, ensuring accuracy and completeness.
- **Budget Management:** Assist in the preparation and monitoring of budgets, including tracking expenditures and forecasting financial performance.
- **Compliance and Audit:** Ensure adherence to financial regulations and internal controls, and assist with external and internal audits.
- **Account Reconciliation:** Reconcile bank accounts and general ledger accounts to identify and resolve discrepancies.
- **Client Account Management:** Oversee and maintain client account records, addressing any issues or discrepancies in account balances or transactions.

Accountant in Kurdistan gas station (2013-2015)

Duties:

- **Financial Record Keeping:** Maintain accurate records of daily sales, expenses, and inventory transactions, ensuring proper documentation.
- **Cash Handling and Reconciliation:** Manage cash registers, process transactions, and reconcile daily cash receipts with sales reports.
- **Inventory Management:** Track fuel and product inventory levels, perform regular audits, and ensure accurate reporting of inventory data.
- **Expense Tracking and Reporting:** Monitor operating expenses, such as utilities and supplies, and prepare reports for budgeting and financial analysis.
- **Vendor and Supplier Management:** Process invoices from vendors, manage accounts payable, and ensure timely payments for supplies and services.
- **Financial Reporting and Compliance:** Prepare financial statements, ensure compliance with tax regulations, and assist with financial audits and reconciliations

Training/Certificates

- Diplomatic advisor certificate from ONFSY organization

Education Summary

- Bachelor's degree in Faculty of Arts, Department of Public Policy- Duhok (October 2018- August 2022).

Languages

- Kurdish (Mother Tongue)
- English (Average - reading, writing & Conversation)
- Arabic (Excellent - reading, writing & Conversation)
- Turkish (Average - reading, writing & Conversation)

Computer skills

- Microsoft Office (Word, Excel, PowerPoint,)

Other skills

- sound mathematical, scientific and IT skills
- the ability to think methodically and to manage projects
- problem-solving skills
- ability to work to deadlines and within budgets
- ability to maintain an overview of entire projects while
- continuing to attend to detailed technicalities
- excellent verbal and written communication skills
- negotiating, supervisory and leadership skills
- Driving license with a car