

Yahya Jodah Wadi Al-Zurgani

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Professional Experience

Company: Al-Kafeel Center for Technical Information

Accounting System Consultant & Trainer

Location: Karbala – Iraq

October 2024 – Current time

Role Summary:

I worked as a system consultant and trainer for the Al-Kafeel Accounting System, where I provided technical and functional support to users across various sectors, including commercial and industrial companies. My role focused on implementing the system, training accounting staff, troubleshooting issues, and ensuring optimal system use according to each company's structure and financial operations.

Key Responsibilities:

- 1. System Support & Troubleshooting**
 - Provided daily technical and accounting support for users of the Al-Kafeel Accounting System.
 - Diagnosed and resolved system issues related to configuration, data entry, and reporting.
 - Communicated directly with end-users to ensure smooth operations.
- 2. Client Consultation & Customization**
 - Worked with commercial and industrial companies to understand their business processes.
 - Suggested tailored solutions and system configurations to match the client's accounting needs.
 - Advised companies on best practices in financial reporting and internal control using the system.
- 3. Training & Capacity Building**
 - Conducted training sessions for accountants and finance teams on how to use the Al-Kafeel system effectively.
 - Prepared user manuals and step-by-step guides tailored to each client.
 - Delivered both in-person and remote training, depending on company location and requirements.
- 4. System Implementation & Onboarding**
 - Participated in the setup and configuration of the accounting system for new clients.
 - Collected data for initial system entry (chart of accounts, opening balances, etc.).
 - Ensured a smooth transition from old systems to Al-Kafeel through hands-on support.
- 5. Follow-Up & Continuous Improvement**

Maintained long-term support relationships with client companies.

- Collected feedback from users and worked with developers to suggest system enhancements.
- Updated clients regularly on new features and provided refresher training when needed.

Asiacell for Communications

Senior Accounting Manager – The middle Furat – Karbala Iraq

October 2012 to September 2023

- Reporting to the CFO
- Prepare and send the monthly accounting report with the analyses of accounting data.
- Handle the payment and company debts
- Apply the company strategies to reach the objectives.
- Control all the financial activities in the region that I was responsible to
- prepare the reconciliation on monthly bases between the ERP and the cashbook
- prepare and send the daily cash report
- Prepare the monthly cash request
- checking the entries and approve them, and be sure they match the account code
- follow up on the daily revenue and clear the collections
- Apply the financial policy and be sure all the parties are going with it.
- Train and support the staff to do their tasks in the right way
- follow up the banks' accounts and cashboxes in the regions on a daily basis
- Prepare the bank accounts reconciliations on a monthly basis

Advances Foodstuff (AFICO) – Karbala – Iraq

Accounting Manager

September 2009 to April 2012

- Reporting to CEO
- Supervising all the financial activities Reconciliation the banks accounts
- Supervising the staff tasks and train and guide them
- checking the cash movement
- weekly financial situation reviewing
- Daily checking and assure the revenues
- Managing the partners accounts
- Manage and follow up the accounts payable
- follow up the accounts receivable
- Prepare the payroll- monthly basis
- Follow up and prepare the balance sheet and the income statement
- Follow up the budget

Zain for Communication – Baghdad –Basrah – Iraq

Credit control and collection Manager

December 2004 to September 2009

- Reporting to CEO
- Follow up the customers Profiles
- -Follow up the business rules and maintenance to fit the customers' needs
- Prepare the business rules and apply them on the billing system

- Follow up the collections and matching with the revenue assurance² Follow up the collections and compare them with bills
- Follow the aging reports on weekly basis

ACTED- French Organization- Samawah

Chief Finance

June 2003 to December 2004

- Reporting to the financial coordinator and regional Coordinator
- Responsible for all the financial activities
- Controlling the budgets
- Prepare the cash request on a weekly basis
- Cash inventory reporting daily basis
- Review and control the financing of the projects

Samawah Chamber of Commerce

Financial and Administrative Manager

March 1994 to June 2003

- reporting to the general manager
- Responsible for all the financial activities
- Follow up the budget
- Follow up the revenue and the expenses
- Supervising all the administrative activities and the filing, archiving, keep and save staff 'files, salaries, promotions, bonuses. Follow up the human resources affairs²

Housing Building Association – Baghdad –Iraq

Chief Finance

October – 1991 to June 1993

- reporting to the board
- Prepare the balance sheet and the trial balance
- Follow up the entries and transactions in the journal and be sure was posted the general ledger
- Prepare the income statement
- Support the internal and external auditing

Other Experiences

² Acting Regional – Asiacell

From 2015 to 2019

Managing the region activities.

📍 Samawah Technical Institute – Samawah – Iraq

Lecturer

- Cost Accounting
- Principle of Accounting
- Auditing

Education

- Commercial Sciences – Administration and Economy College – Baghdad University – 1987 – 1991 – Baghdad –Iraq
- Accounting – Samawah Commercial Secondary School – 1984 – 1987 –Samawah –Iraq

Skills –PC

- Word- Access- Excel

Accounting System

- ERP
- Odoo -an overall knowledge
- Peachtree
- QuickBooks
- Billing System
- SAGA

Languages

- Arabic
- English

Training and courses

- The accounting in the business units -15-01-1992 to 31-01-1992- Housing Building Association – Baghdad – Iraq
- The accounting systems 03-06-1993 to 17-06-1993 – Samawah Technical Institute – Samawah –Iraq
- Governmental Accounting – 01-08-1993 to 30-08-1993 –Samawah Technical Institute – Samawah –Iraq
- Human Resources Management 03-06-1999 to 09-06-Union of Iraqi Commerce Chambers – Baghdad – Iraq
- Accounting and computers -01-09-1999 to 30-09-1999 –Duqa Institute –Samawah –Iraq
- Financial Documents – 02-09-2000 to 12-09-2000 –Samawah Technical Institute – Samawah – Iraq
- Accounting in the communications companies -05-01-2005 to 14-01-2005-MTC –Kuwait
- Credit Control Module Applications -01-04-2006 to 30-04-2006 –MTC-Kuwait
- CCM Business Rules – 19-07-2006 to 02-08-2006 –MTC-Kuwait
- Fraud Management -01-11-2206 to 16-11-2006 –MTC-Kuwait

- Credit Control and collections 01-02-2007 to 20-02-2007 –MTC – Kuwait
- Credit Control and collections 25-05-2007 to 07-06-2007 –MTC – Kuwait
- Credit Control and collections 01-07-2007-07-07-2007- ITS- Kuwait
- Business English 01-05-2008 to 03-08-2008 –SLMM International – Baghdad-Iraq
- Leadership and Management -10-08-2008 to 29-08- to 29-08-2008 –SLLM International
- Organizational Agility – March and April 2021 – Headhunter – Sulaumaniya – Iraq
- Developing Management Skills – May and June – 2021 – Headhunter – Sulaumaniya –Iraq
- Business Process management Documentation and Development –January 2021 – Informa – Sulaumaniya
- MS-Mastering Excel Training – October 2021 – Asiacell –Sulaumaniya

Personal Information

Birth of Date – August 17, 1967

Gender – Male

Nationality – Iraqi

Marital Status – Married