



Ameer Abdulelah Abdulwahid

Email: ameer.alshoukry@gmail.com

Mobile: +9647816701664

Personal Information

Date of birth: 20/10/1997

Gender: Male

Nationality: Iraqi

Marital status: Single

I am an Accounts Manager and Professional Accountant with extensive experience in overseeing accounting systems, financial analysis, and team management. My expertise includes preparing periodic reports, managing cash flows, and organizing accounts to ensure accuracy and efficiency. I possess strong leadership, problem-solving, and stakeholder communication skills. I aspire to join an ambitious organization where I can contribute to achieving its financial and administrative goals and support its growth.

Education

- Master's degree in political science and international relations – Altinbas University (2024)
- Bachelor's degree in political science - University of Kufa (2020)

Work Experience

Accounts Manager and Administrative Assistant at Dhoaa Alsaad Company (March 2025 – Present)

Key Responsibilities:

- Fully managing the accounting system (Dexef), including inventory, accounts, partners' equity, and fixed and variable assets.
- Calculating and analyzing production costs periodically, and preparing detailed reports to support decision-making and improve production efficiency.
- Preparing daily and monthly journal entries, bank reconciliations, and organizing accounts.
- Preparing and organizing financial and administrative files and official correspondence.
- Preparing periodic financial reports and monitoring the company's financial performance.
- Providing administrative supervision of the factory team and ensuring smooth manufacturing operations.
- Managing local and foreign employees, including attendance monitoring, absenteeism tracking, and resolving daily work issues.
- Drafting contracts and following up on client and supplier affairs.

- Managing the company's social media pages, including posting job announcements on LinkedIn and conducting interviews to select candidates.
- Enhancing institutional relations through continuous communication with clients and suppliers and ensuring smooth administrative workflows.

Accountant in the machinery department at Albina Almarkazy, Baghdad (March 2024 to January 2025)

Main Responsibilities:

- Audited and tracked financial information related to fleet operations, including fuel, maintenance, and repairs.
- Account Reconciliation and Analysis
- Interacting with Clients and Auditors
- Handling Routine Financial Tasks
- Manage payroll functions
- Record all transactions accurately and reconcile accounts
- Coordinating with other departments to streamline workflow and ensure collaboration.
- Supervising warehouse staff to ensure proper stock management and recordkeeping.
- Monitoring procurement staff, managing purchase orders, and ensuring smooth operations in the supply chain.
- Negotiating with fuel suppliers
- Negotiating with contractors, renting machinery and preparing its costs

Instructor in Computer Usage at Mars Team Company, Baghdad (2022 – 2024) (Remote Work)

Main Responsibilities:

- Developed training programs specifically tailored to meet the needs of trainees.
- Delivered theoretical lectures and practical workshops to simplify complex technical concepts.
- Assessed trainee performance through evaluations and provided constructive feedback for improvement.

- Conducted hands-on training sessions on tools and technical systems, ensuring the application of skills in real-world scenarios.
- Organized and managed training schedules, ensuring effective use of resources and time.
- Coordinated with other departments to streamline training processes and achieve organizational goals.
- Prepared comprehensive reports on trainee performance and program outcomes for analysis and improvement.
- Fostered a collaborative learning environment, encouraging trainees to reach their full potential.
- Managed time effectively to cover all aspects of training programs within the specified timelines.

Certifications

- Certificate from the Iraqi Olympic Committee, Babylon Branch, in First Aid and Sports Injuries (2024)
- Certificate from Damascus Academy for Training and Community Awareness in the Art of Self-Motivation (2024)
- Certificate from Cambridge Institute, Istanbul branch of passing level B2 in English (2022)
- Certificate from UNITAR Conflict Series 2 conflict analysis Online Course (2022)
- Certificate from UNITAR Highlights of UN Peacekeeping Operations Online Course (2022)
- Certificate from UNITAR Conflict Series 1 Online Course (2022)
- Certificate from Al-Mustaqbal University College Sustainable Development Between Theory and Practice (2020)
- Certificate from World Health Organization in Operational Planning Guidance COVID-19 Partners Platform to Support Country Preparedness and Response (2020)

Computer and Internet Skill

- Advanced in using Microsoft applications (Word, Excel, PowerPoint).
- Advanced in using the Internet and web applications.
- Advanced in using accounting programs and managing institutions (Daftra)
- Advanced in using Google Work (Google Meet, Zoom, Outlook, etc.)

- Intermediate in using the design program (Canva)
- Intermediate in designing and create websites
- Intermediate in electronic marketing
- Beginner in using accounting program (Odoo)
- Basic knowledge in creating databases

Soft Skills

- **Effective Communication:** The ability to convey information and ideas clearly and professionally.
- **Teamwork:** Excellence in collaborating with colleagues and trainees to achieve common goals.
- **Problem Solving:** Creative thinking and analyzing challenges to find innovative solutions.
- **Time Management:** Planning and organizing tasks to ensure work is completed on time.
- **Leadership and Supervision:** The ability to direct and inspire teams to achieve optimal performance.
- **Flexibility:** Adapting to changes and the ability to work under pressure.
- **Active Listening:** Understanding the needs of others and responding effectively.
- **Strategic Thinking:** Developing thoughtful plans to achieve long-term goals.
- **Emotional Intelligence:** Dealing with different personalities with kindness and respect and understanding the feelings of others.
- **Relationship Management:** Building strong and sustainable relationships with colleagues and clients.

Languages Skills

- Arabic: Native language.
- English: Advanced.
- Turkish: Beginner.

References

- **Majid Hamid**, Administration Manager of Dhoaa Alsaad
009647721468447
- **Salam Khadim**, Head of Mechanisms Department, AL Bina Almarkazy
009647807626202

- **Aya Athir**, Human Resources, AL Bina Almarkazy
009647833311332
- **Mustafa Hamed**, Managing Director, Mars Team Company
009647742420444
mxmxu1@gmail.com