

## **Diya Mohammed**

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Erbil, Iraq

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### **Education**

**American University of Iraq-Sulaimani**

**July 2018 – May 2023**

**Major in Information Technology**

Minor in Business Management

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### **Languages**

Kurdish: Native

English: Fluent spoken, written and read.

Arabic: Intermediate spoken, written and read.

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### **Overview:**

Results-driven professional with a comprehensive background in finance, business, and IT. Specialized in procurement processing, compliance control, payroll calculation, and event operations. Experienced in coordinating staff travel, vendor contracts, and event management, while leveraging technology tools to enhance operational efficiency.

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### **Professional Experience**

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#### **Finance Associate**

Erbil - Iraq

**Chemonics International – IRP2**

**May 2024 – April 2025**

- Bookkeeping and reviewing entries in ABACUS, ensuring transactions are booked according to the chart of accounts.
- Tracking sub-ledger balances, including receivable/payable accounts for individual staff and vendors, ensuring that outstanding payments are settled prior to issuing new payments.
- Processing KRI and Federal Iraq employee's payroll calculation, including reviewing timesheets, leave balances, calculating severances, arrears, leave payouts, and distributing payslips.
- Calculating and processing monthly Social Security and quarterly PIT payments for KRI.
- Processing payments through EFTs, cheques, hawalas and cash.
- Reviewing procurement, program, and operations documentations to ensure compliance with USAID and Chemonics policies.
- Managing all large safe and petty cash transactions and conducting weekly/monthly reconciliations.
- Assisting the finance specialist with financial reporting and analysis.
- Supporting with monthly and yearly closeout.

## Finance Intern

Erbil - Iraq

### **Chemonics International – IRP2**

**Nov 2023 – April 2024**

- Draft Bookings of transactions in ABACUS.
- Drafting bank letters / checks, cash receipt or cash deposit for payments.
- Conducting monthly bank reconciliations.
- Organizing and filing financial, and office related documents.
- Preparing interns and short-term employees payroll calculations.
- Ensuring payments have proper backup documentation.

## Founder

Erbil - Iraq

### **Oceanic.Krd**

**July 2021 - Present**

- Managing event operations from planning, coordinating, and overseeing all event aspects including staffing, logistics, venue design, timeline, transportation and security coordination.
- Coordinating logistical transportation for events, ensuring equipment were delivered on time successfully returned after event completion.
- Overseeing financial aspects, including budget creation, expense tracking, and revenue generation.
- Developing codes of conduct, terms of responsibilities, and contracts for staff, venues, and vendors.
- Negotiating contracts with international agencies to book more than 20 international artists.
- Coordinating visas, accommodations and transportations for international artists.
- Designed the data flow structure for incoming tickets and workflow structure for event teams.
- Managing the customer service team to ensure quick, professional, and friendly responses to ensure customer satisfaction.

## **Certificates**

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### Business Analytics / Harvard Business School

Online – Dec 2024