

Waseem Moughrabe

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ortfolio



EDUCATION

Bachelor in Commerce and Economics major in Business administration (2012-2016)



WORK EXPERIENCE

Warehouse manager – Electromall (jan 2023- until now)

RESPONSIBILITIES:

- Overseeing receiving, warehousing, and distribution operations.
- Implementing operational policies and procedures.
- Implementing and overseeing security operations.
- Ensuring effective and safe use of warehouse equipment.
- Ensuring the safety of staff.
- Motivating and disciplining staff.
- Maintaining documentation and keeping accurate records of warehouse activities.
- Assisting with deliveries where required.

Accountant - Al-Sahli Accounting Program (Nov 2019 – Jan 2021)

RESPONSIBILITIES:

- Carrying out all the routine accounting operations related to the company's business, such as: Defining stores, suppliers, customers and delegates.
- Create a tree of accounts and a tree of materials.
- Create sales invoices.
- Create Purchases invoices.
- Create an accounting system and a database.
- Organizing payroll.
- Enter the periodic inventory.
- Preparing lists of expenses and revenues.
- Communicate with suppliers.
- Preparing statements for the suppliers account.
- Preparing monthly and annual accounts lists.
- Maintain project-related records, including contracts and change orders.
- Authorize the transfer of expenses into and out of company-related accounts.
- Review and approve supplier invoices related to a company.

Cashier Man – Grand- Mart In Syria Sham (Sep 2016 – Jan 2017)

RESPONSIBILITIES:

- Handle Cash, credits or check transaction with customer.
- Collect payments and preparing invoices.
- Ensure pricing in correct
- Issue change, receipts cash, refunds tickets
- Redeem stamps and coupons
- Counting Money in cash drawers at the starts and ends of working hours.
- Ensure amounts to customer and correcting adequate change.
- Make sales referrals, cross-sell products.
- Provide solution to customer issue/complain by relevant information
- Bagging items and Money.
- Keeping reports transaction to supervisor.
- Any other duties required by the supervisor.

Administration Officer – Damascus Mall – Syria (March 2016 – Aug 2016)

RESPONSIBILITIES:

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events

Volunteer at Khibrat Syria - Administrative and logistical organization of projects and events Networking with companies to obtain sponsors for the project (Jan 2016 – Feb 2016)

RESPONSIBILITIES:

- Administrative and logistical organization of projects and events Networking with companies to get sponsors for the project Securing the requirements of the organization's staff, including materials and purchases Organizing purchase invoices Preparing the venue for the event.
- Supervising the work of the rest of the team members, correcting errors and proposing solutions to them



SKILLS

- Honest and trustworthy.
- Reliable, rigorous and well organized.
- Motivated and dedicated to the job.
- Able and willing to learn to extend the scope of work.
- Ability to deal respectfully, sensitively and firmly with beneficiaries a staff from a variety of ethnic and religious backgrounds.
- Good Knowledge about Windows Operation and MS office
- Excellent organizational and leadership skills.
- Project management
- Strong decision maker
- Complex problem solver

LANGUAGE

Arabic – Native Lang.

English- Intermediate

Kurdish- beginner

TRAINING & COURSES

- PASD Certificate in specialized accounting program (July 2016 – October 2016)
- ICDL (2017)
- Principles of Marketing “Alkhoarzmy” training center (2018)
- HR Management Diploma (Skills Center) 2018

References

Upon on Request.

