

Dear employment:

I am typing this paper about myself for introducing myself and how can I work and I have experience from last years.

This opportunity is very interesting for write my experience about administrative, finance managing and executive manager in the last 10 (ten) years ago and I work with them and showing my care and activity during my work with them.

I trust that my power specialized experience and training will make me an exceptionally focused possibility for this position. The key qualities that I have for achievement in this position include:

- ✓ I have 12 years experiences in the work of Administrative manager and executive manager in the organization of NGO and UN before American war on Iraq and after wore I worked on the human and women resource with making a Network with (6) six NGO organization together to curb suicides of young people burned to death program.
- ✓ I strive for continued excellence in conducting trainings in the environment and making some courses of English language for people with Chess Tournaments to stimulate the minds of young people and increase their awareness of thinking instead of staying fossilized minds.
- ✓ Work competently and confidence in the field of work within my energies above.

Please see my resume for additional information on my experience. I can be reached anytime via my cell phone, [00964/750445 7693](tel:009647504457693) or my below e-mail. Finally thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Ammar Kasra

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Curriculum Vitae

(Resume)

Contact Information:

Ammar Imad Ali Kasra

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Personal Information:

Date of Birth: 28th, October. 1977

Citizenship: Iraq

Gender: male

Marital Status: Married

Objective:

- I am seeking employment with a company where I can use my talents and skills to grow and expand the company.
- I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.
- I want to excel in this field with hard work, perseverance and dedication.
- I want a highly rewarding career where I can use my skills and knowledge to help the company and my coworkers be successful.
- I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.
- I want to be part of the success in an environment of growth and excellence.
- I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

Education:

M.Sc. Food Biotechnology/Food Industry. University of Agriculture Collage of Erbil - Kurdistan Region - Iraq in 20
M.Sc. Soil Physical Chemistry / Soil and Water Department, University of Salahaddin: Collage of
Agriculture. Erbil - Kurdistan Region - Iraq in 2008

Ph.D. Student in the Soil and water pollution / Environmental Engineering department. Cyprus
International University (CIU). Cyprus; Nicosia 2013.

Skills:

I can use basic computer skills, along with Microsoft Word, Excel and PowerPoint with all social media like internet. Strong communication skills Excellent in teaching a lesson and getting the point across to students. I work at a fast pace and get the job done well and on time with some statigraph program and Spss program of statistic and accounting with making histograms and lines of accounting reports monthly and yearly .

Languages:

English, Turkish, Arabic and Kurdish (Fluently).

Work History:

(BHO) Organization 2008 - 2012 (Executive Manager)

- Assist in all financial matters of the organization, making reports of all activates in the organization with financial amounts.
- Supervise the conducting of workshops and seminars with tree conference in the Kurdistan.
- Management workshops that were hubs of activity within the organization.
- Administer all matters related to personnel.
- Manage the various courses that are taught at the organization.
- The executive director is a leadership role for an organization and often fulfills a motivational role in addition to office-based work. Executive directors motivate and mentor members, volunteers, and staff, and may chair meetings. The executive director leads the organization and develops its organizational culture.
- As the title suggests, the executive director needs to be informed of everything that goes on in the organization. This includes staff, membership, budget, company assets, and all other company resources, to help make the best use of them and raise the organization's profitability and profile.

(BHO) Organization 2005 - 2008 (Administration Manager)

- Assisted the executive director in matters related to personnel, organizational activities and finances.
- Created a filing system for all the organization's paperwork.
- Tracking Budget Expenses, Staffing, Quality Management, Managing Processes, Organization, Coaching, Communication Processes, Disciplining Employees, Motivating Others, Promoting Process Improvement, Reporting Skills.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Improves program and service quality by devising new applications; updating procedures; evaluating system results with users.

- Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
- Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs.

UN (WFP) 2002 - 2003 (DATA ENTRY CLERK)

- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
- Tests customer and account system changes and upgrades by inputting new data; reviewing output.
- Secures information by completing data base backups.
- Maintains operations by following policies and procedures; reporting needed changes.
- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Verifying population data in the Erbil and district with sub districts.
- Collecting all data's population and typing in the computer.
- Result all problems found in the district with sub districts families.

UN (FAO) 4/2002 – 7/2002 (FORESTRY MONITOR)

- Keeping the forests in the district with sub district in the north of Erbil.
- Directed the villagers not to cut trees in the forest cold seasons per year.
- Distribution barrels of oil per family as an assistant in the guidance campaign for the protection of vegetation in the region.
- Writing a special report to work from the positive and negative at work and the obstacles that we face during the work period.

UN (WFP) 8/2002 – 10/2003 (Data Population verifier)

- Verifying population data in the Erbil and district with sub districts.
- Result all problems found in the district with sub districts families.
- Tests customer and account system changes and upgrades by inputting new data; reviewing output.
- Secures information by completing data base backups.
- Maintains operations by following policies and procedures; reporting needed changes.
- Maintains customer confidence and protects operations by keeping information confidential.

Kasra Contracting company 2000 – 2003 (Administration And Accounting Manager)

- Assists office staff in maintaining files and databases.
- Prepares reports, presentations, memorandums, proposals and correspondence.
- Assigns jobs and duties to office staff as needed.
- Monitors office operations.
- Schedules appointments and meetings for executives and upper level staff.
- Serves as the go-to for office inquiries and conflicts.
- Manages staff schedules.
- Tracks office supply inventory and approves supply orders.
- Assists in the preparation of department budgets and expenses.
- Supervises all administrative personnel.
- Manage and oversee the daily operations of the accounting department.
- Process month and end year process, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations, check runs, fixed asset activity, debt activity.
- Monitor and analyses accounting data and produce financial reports or statements.
- Establish and enforce proper accounting methods, policies and principles.
- Coordinate and complete annual audits.
- Provide recommendations.
- Improve systems and procedures and initiate corrective actions.
- Assign projects and direct staff to ensure compliance and accuracy.
- Meet financial accounting objectives.
- Establish and maintain fiscal files and records to document transactions.

Reference: Available upon request.

Thank you for your time and efforts

Respectfully,