



# MUHAMMAD SAMAD

## ACCOUNTANT



Email

muhammadnx8@gmail.com



Web

mhasam.netlify.app



Phone

(+964) 750 291 3921



Location

Roshnbiry, Erbil

## ABOUT ME

To gain a challenging position in a reputable organization that provides opportunities for personal development and career advancement, as well as to become a member of a highly motivated and dynamic team of professionals with a results-oriented approach. Professional in insurance accounting functions to manage and solve management problems. Good knowledge of accounting principle and procedures. Where my background in Nexon Accounting System, (ERP) Enterprise Resource Planning, data entry, spreadsheet, and Financial statements.



## PERSONAL INFO

Gender: Male

Date of Birth: 14th, May, 1999

Marital Status: Single

Driving Licence: In Process

Member of Kurdistan Union of Accountants



## LANGUAGE

Kurdish

English

Arabic



## EXPERIENCE

### Companies

#### Karash® Company

2022 - Present



#### Accountant - Using ERP System (Dec 2022 - Present)

The company's activity consisted of designing kitchens and interiors, they have 9 branches across Iraq. Below were some of my responsibilities:

- Assist to the preparation of balance sheets, income statements, and other financial statements.
- Responsible to Posting and processing journal entries, as well as keeping track of all business transactions.
- Update financial data with attachment in databases to ensure that information will be accurate.
- Chargeable for producing various reports as needed by management.
- Updating accounts receivable and issue invoices.
- Updating accounts payable and perform reconciliations.

#### Human Resources Assistant - (Aug 2022 - Dec 2022)

Below were some of my responsibilities:

- Responsibility for monitoring all Project Statuses and reporting to all the Factory departments
- Responding to requests, complaints, or other difficulties will strengthen the relationship between management and staff.
- Responsible to record employee-breaking overtime hours worked, benefits, and pay schedule.
- Updating the employees' daily attendance records.

#### Snap Sport Center

2020 - Present

#### Graphic Designer - Freelance (Jun 2021 - Present)

Snap Sports Center is a Gym/Physical Fitness Center Including a gym, a pool, and taekwondo.

Below were some of my responsibilities:

- Manage social media platforms, respond to messages, and take calls.
- Create daily post, stories and reels.
- Create a variety of print designs.
- Manage the Google Business Account.

#### Junior Accountant - (Nov 2020 - Jun 2021)

Below were some of my responsibilities:

- Spreadsheets are being used to data entry every expensis.
- Create an account for new clients, taking fingerprints, and making card entry.
- Selling pool and gym tickets daily under pressure.

## INTERNSHIP

**Internship**  
2019 - 2021

### **Internship - (Oct, 2019 - June 2021)**

Below is what I did:

- Khwenari Kara - Jun, 2021: Graphic Designer
- Shopasar Online Shop - Feb, 2021: Graphic Designer and Web Design
- KRI Youth Council (NGO) - Oct, 2020: Graphic Designer and Social Media Management

**Volunteer**  
2019 - 2023

### **Volunteer - (Oct, 2019 - June 2021)**

Below is what I did:

- Guinness World Records - Mar, 2023: Position was Management Staff
- TEDxNishtiman - Mar, 2023: Position was Venue Manager
- Hitex Technology Exhibition - Jun, 2022: Position was Stage Coordinator
- The 3rd Korean Festival in Kurdistan - Nov, 2019: Position was Social Media Manager
- Rwanga Annual Awards - Nov, 2019: Position was Graphic Designer
- CYS Conference - Aug, 2019: Position was VIP Hall Manager
- Rwanga Foras International Job Fair - Jul, 2019: Position was Registration

## EDUCATION

**Salahaddin University  
Erbil**  
2018 - 2022

### **Accounting Department**

I graduated from Accounting Department with a good degree in College of Administration and Economics at Salahaddin University - Erbil.


**Shahid Faxir Mergasory  
Private**  
2012 - 2018

### **Secondary and High School**


I study my secondary and high school in Shahid Faxir Mergasory Private. I did so many activities (Teamwork and Social Media Community).


## COURSES


 **2023 | CFI Courses**  
I enrolled in six CFI courses. I made excellent advancement and greatly enhanced my accounting and banking knowledge. I developed a general understanding of the fundamentals and how accounting is related to financial activities.

 **2020 | Capacity Building, Global Shapers - Erbil Hub**  
In this course, we worked on (Advanced MS Excel, Microsoft PowerPoint, Microsoft Word, CV Writing and Interview Skills). The course lasted one month.

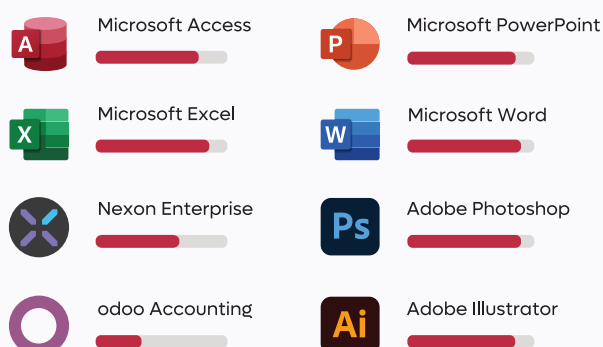
 **2020 | Impact Project, World Vision Organization**  
I achieve skills on Intermediate English Language, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, IT Expert Track, Microwork and Web Development. The course lasted six months.

 **2019 | Computer Skills, mSelect**  
European Union funds the Course. We worked on (Office Package, Photoshop, Illustrator, Hardware Computer and Maintenance Computer) The course lasted two months.

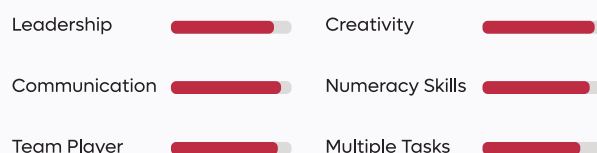
 **2019 | Career Readiness and Employability, mSelect**  
European Union funds the Course. We're focused on (Self Development, Time Management, Doing Tasks and Making Daily Schedule, Marketing, Administration Tasks, and Leadership) The course lasted two weeks.

 **2020 | IT Skills, Life Skills and job Search Skills, AVSI**  
I got three courses for during two month, I Improved in IT and software development, how to use Google Workspace (G Suite), The basics of how to set up, format and manage your data information and how to organize and present data professionally.

### **SOFTWARE SKILLS**



### **SOFT SKILLS**



 **References Available Upon Request**