

**Mohammed Haydar Ali**  
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### **SUMMARY:**

Administration, Accounting, Processing invoices, Expense claims, Bookkeeping, Accrual accounting, Data entry, Analyzing financial data, Working on administrative and accounting program and Categorizing every single details with Master of Business Administration (Strategic management), Computer proficiency includes Microsoft Office , accounting Software, working as a member on Team field workers, Outstanding interpersonal communication skills; Well respected by peers and supervisors.

### **Certifications or Education:**

- I received a **Bachelor's** of Business Administration from Mosul University, in 2012 with " Excellent" degree "90.650"
- I received **Master** of Business Administration from Mosul University, in 2015 with “good” & 79.5 degree.
- I work as a student for a **PhD** in Business Administration.
- I earned a Test of English as Foreign certificate (TOEFL) in 2012.
- I received an Internet & Computing Core certificate (Ic3) in 2012.

### **Language Skills:**

- Arabic: Fluent .
- English : good.

### **EXPERIENCE:**

- ✓ Assistant Lecturer at the University of Mosul, College of Administration and Economics (Marketing department) in 2016 .

- ✓ Assistant Lecturer at the University of Mosul, College of Administration and Economics (Department of Tourism and Hotels & Business Administration Department) in 2017.
- ✓ Worked in a volunteer " network with us" in Mosul.

### **Skills:**

- The ability to project management or organizations with high efficiency.
- Good in Computer literate ( Word, Excel, Outlook & power point).
- Good data collection/analysis and excellent report writing skills.
- Strong knowledge an administration principles.
- Ability to maintain confidentiality.
- Strong organizational, administrative and analytical skills.
- Ability to produce consistently accurate work even whilst under pressure.
- Human skills, and focuses on a person's ability to work effectively and flexibly with individuals.
- Ability to multi task and manage conflicting demands.
- Ability to Processing invoices Expense claims, Bookkeeping , Accrual accounting , Analyzing financial data, Numeric calculations, Working on administrative and accounting program , Categorizing every single details.
- Management and cognitive skills, including the ability of the manager to recognize the difficult and complex issues, and study the conflicting and influential factors to achieve its goal.
- High speed in accomplishing the tasks entrusted to him.

### **Interest and hobbies:**

Football, tennis, internet, reading, cooking, printing.

### **Personal Data:**

\*Date of Birth: August 8, 1990.

\*Place of Birth: Iraq, Nineveh, Mosul.

\*Nationality : Iraqi.

\*Marital Status : Married.

Passport no : A16670916.