Yahya Jodah Wadi Al-Zurgani

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Professional Experience

Asiacell for Communications

Senior Accounting Manager – The middle Furat – Karbala Iraq

October 2012 to September 2023

- Reporting to the CFO
- Prepare and send the monthly accounting report with the analyses of accounting data.
- Handle the payment and company debts
- Apply the company strategies to reach the objectives.
- Control all the financial activities in the region that I was responsible to
- prepare the reconciliation on monthly bases between the ERP and the cashbook
- prepare and send the daily cash report
- Prepare the monthly cash request
- checking the entries and approve them, and be sure they match the account code
- follow up on the daily revenue and clear the collections
- Apply the financial policy and be sure all the parties are going with it.
- Train and support the staff to do their tasks in the right way
- follow up the banks' accounts and cashboxes in the regions on a daily basis
- Prepare the bank accounts reconciliations on a monthly basis

Advances Foodstuff (AFICO) – Karbala – Iraq

Accounting Manager

September 2009 to April 2012

- Reporting to CEO

- Supervising all the financial activities Reconciliation the banks accounts
- Supervising the staff tasks and train and guide them
- checking the cash movement
- weekly financial situation reviewing
- Daily checking and assure the revenues
- Managing the partners accounts
- Manage and follow up the accounts payable
- follow up the accounts receivable
- Prepare the payroll- monthly basis
- Follow up and prepare the balance sheet and the income statement
- Follow up the budget

Zain for Communication – Baghdad –Basrah – Iraq

Credit control and collection Manager

December 2004 to September 2009

- Reporting to CEO
- Follow up the customers Profiles
- -Follow up the business rules and maintenance to fit the customers' needs
- Prepare the business rules and apply them on the billing system
- Follow up the collections and matching with the revenue assurance follow up the collections and compare them with bills
- Follow the aging reports on weekly basis

ACTED- French Organization- Samawah

Chief Finance

June 2003to December 2004

- Reporting to the financial coordinator and regional Coordinator
- Responsible for all the financial activities
- Controlling the budgets
- Prepare the cash request on a weekly basis

- Cash inventory reporting daily basis
- Review and control the financing of the projects

Samawah Camber of Commerce

Financial and Administrative Manager

March 1994 to June 2003

- reporting to the general manager
- Responsible for all the financial activities
- Follow up the budget
- Follow up the revenue and the expenses
- Supervising all the administrations activities and the filling, archiving, keep and save staff ‘files, salaries, promotions, bonuses. Follow up the human resources affairs

<u>Housing Building Association – Baghdad –Iraq</u>

Chief Finance

October – 1991 to June 1993

- reporting to the board
- Prepare the balance sheet and the trial balance
- Follow up the entries and transactions in the journal and be sure was posted the general ledger
- Prepare the income statement
- Support the internal and external auditing

<u>Other Experiences</u>

- Acting Regional – Asiacell

From 2015 to 2019

Managing the region activities.

- Samawah Technical Institute – Samawah – Iraq

Lecturer

- Cost Accounting

- Principle of Accounting

- Auditing

Education

- Commercial Sciences – Administration and Economy College – Baghdad University – 1987 – 1991 – Baghdad –Iraq

- Accounting – Samawah Commercial Secondary School – 1984 – 1987 –Samawah –Iraq

Skills –PC

- Word- Access- Excel

Accounting System

- ERP

- Oddo -an overall knowledge

- Peachtree

- QuickBooks

-Billing System

- SAGA

Languages

- Arabic

- English

Training and courses

- The accounting in the business units -15-01-1992 to 31-01-1992- Housing Building Association – Baghdad – Iraq
- The accounting systems 03-06-1993 to 17-06-1993 – Samawah Technical Institute – Samawah –Iraq
- Governmental Accounting – 01-08-1993 to 30-08-1993 –Samawah Technical Institute – Samawah –Iraq
- Human Resources Management 03-06-1999 to 09-06-Union of Iraqi Commerce Chambers – Baghdad – Iraq
- Accounting and computers -01-09-1999 to 30-09-1999 –Duqa Institute –Samawah –Iraq
- Financial Documents – 02-09-2000 to 12-09-2000 –Samawah Technical Institute – Samawah – Iraq
- Accounting in the communications companies -05-01-2005 to 14-01-2005-MTC –Kuwait
- Credit Control Module Applications -01-04-2006 to 30-04-2006 –MTC-Kuwait
- CCM Business Rules – 19-07-2006 to 02-08-2006 –MTC-Kuwait
- Fraud Management -01-11-2206 to 16-11-2006 –MTC-Kuwait
- Credit Control and collections 01-02-2007 to 20-02-2007 –MTC – Kuwait
- Credit Control and collections 25-05-2007 to 07-06-2007 –MTC – Kuwait
- Credit Control and collections 01-07-2007-07-07-2007- ITS- Kuwait
- Business English 01-05-2008 to03-08-2008 –SLMM International – Baghdad-Iraq
- Leadership and Management -10-08-2008 to 29-08- to 29-08-2008 –SLLM International
- Organizational Agility – March and April 2021 – Headhunter – Sulaumaniya – Iraq
- Developing Management Skills – May and June – 2021 – Headhunter – Sulaumaniya –Iraq
- Business Process management Documentation and Development –January 2021 – Informa – Sulaumaniya
- MS-Mastering Excel Training – October 2021 – Asiacell –Sulaumaniya

Personal Information

Birth of Date – August 17, 1967

Gender – Male

Nationality – Iraqi

Marital Status – Married