

AQEEL LUAY AL-OKAILY

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Am an energetic, ambitious person who has developed a mature and responsible approach to any task that undertakes. I am a quick learner, easily adapt to new ideas, innovative, and creative solutions to problems, high level of motivation, able to work on high pressure.

EXPERIENCE

MAY 2017 – PRESENT.

SENIOR FINANCE ASSISTANT, UNDP

- Reviewing vouchers and supporting documents to ensure the financial processes and financial records with UNDP rules, regulations, policies and strategies.
- Processing UN Agencies payment and budget check (UNDP projects, UNOCHA, UN HABITAT, UNDSS, OHCHR, UNV, UN Women, UNFPA, IAEA, Medical Claims, and Project payments)
- Processing GLJE (adjusting entries).
- Bank reconciliation for local and International bank accounts with Foreign currencies.
- Processing of cost recovery journal entries, and billing agencies and projects for transactions made on behalf.
- Ensure no pending transactions on Bank Rec, investigate and follow up on unrepresented cheques older than three months and EFTS older than seven days, ensure vouchers are closed on all cancelled payments.
- Monitoring, controlling, and clearing the country office budgets and sorting out COA's (Chart of accounts).
- Processing and clearing advance's, and offices petty cash.
- Monitoring and controlling cash register, processing cash replenishment for local and international UNDP accounts.
- Processing the EFTs/ CHks for Bank of America, Trade Bank of Iraq, and Citi bank / Jordan.
- Ensure that an orderly and systematic filing system is maintained in the finance unit for efficient and timely retrieval of files.
- Reviewing, clearing, preparing analytical reports for management budgets.
- Highly responsive communication with UN colleagues, and vendors for any queries.
- Prepare Financial and analytical reports for projects and treasury function.
- Creating statistical and analytical reports for the financial situation & cash flow quarterly.
- Monitoring and checking IPSAS dashboard on daily bases.
- Processing the pay roll and MPOs.
- Interview penal, and short listing as per the UN rules and regulations.

MARCH 2016 – MAY 2017

AUDITOR / ACCOUNTANT, MOORE STEPHENS INTERNATIONAL

- Prepare chart of account that meet the company requirements according to the worldwide standards IFRS.
- Maintain the accounting records in compliance with international accounting standards.
- Responsible for day-to-day finance and accounts operations.
- Monitoring inventory transactions and make proper reconciliation regularly.
- Tracing fixed assets register, keep it updated and monitoring fixed assets capitalization.
- Maintaining confirmed balances for debtors, and vendors to reconcile any differences regularly.
- Monthly closing process and maintaining proper accounting treatment in accordance with accrual basis.
- Reconcile all bank accounts
- Checking monthly payroll.
- Daily physical verify cash and matching with the system record.
- Design proper reports that meets the management requirements, (Financial position, Income statement, Cash flow, Changes in equity, Segment report, Profitability report).
- Update the documentations Cycle.
- Preparing the company internal policies, manual of procedures, and management letter points.
- Internal & External audit, creating the proper tests according to account nature and issuing the final audit report.
- Drafting financial reports (Income statement, balance sheet, owner equity statement, and cash flow statement)
- Reviewing and controlling to make sure all the transactions are properly recorded.

OCT 2013 – JAN 2016

OFFICE ADMIN & OPERATIONS, PROMOTERS LTD.

- Maintains administrative staff by recruiting, selecting, orienting, and training employees maintaining a safe and secure work environment developing personal growth opportunities.
 - Accomplishes Project results by communicating job expectations planning, monitoring, and appraising job results coaching, counseling, and disciplining employees initiating, coordinating, and enforcing systems, policies, and procedures.
 - Completes special projects by organizing and coordinating information and requirements planning, arranging, and meeting schedules monitoring results.
 - 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.
 - Maintains professional and technical knowledge by attending educational workshops bench-marking professional standards.
- Contributes to team effort by accomplishing related results as needed.

MAY 2012 – APRIL 2013
ACCOUNTANT, HAJI LAW OFFICE

- Budget control, trace the A/C Receivables/Payables.
- Bookkeeping, closing transactions, issuing trail balance.
- Payroll Preparation.
- Cash collection.
- Issuing invoices.
- Issuing balance sheet, income statement, Debt/Credit memos.
- Bank reconciliations.

MAY 2011 – APRIL 2012
PAY MASTER, ERBIL ROTANA HOTEL

- Preparing the payroll, and salaries for 275 employees
- Monitoring and controlling staff attendance,
- Issuing termination letters and sick leaves
- Networking and corporation with the HR department.
- Settlement of pension found contribution.
- Settling expects income tax

Reference's will be provided upon request.

EDUCATION

DEC 2018
INTERNATIONAL PUBLIC FINANCE MANAGEMENT - DIPLOMA LEVEL, **THE CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY (CIPFA), UK**

JUNE 2016
BACHELOR'S DEGREE, **THE INTERNATIONAL UNIVERSITY OF ERBIL, IRAQ**
Major: Business Administration and Management with GPA 2.56

SKILLS

- Budgeting
- Project Strategic Planning
- Communication
- Management
- Leadership
- Finance

LANGUAGE

- Arabic (Mother Language)
- English (Fluent)
- Kurdish (Limited Working Experience)

CERTIFICATIONS & AWARDS

MAY 2018

LEVEL 2 CERTIFICATE, **THE CHARTERED INSTITUTE OF PROCUREMENT & SUPPLY, UK**

AUG 2018

LOCAL PEACE COMMUNITY IN RECONCILIATION FIELD, **UNDP IRAQ**

JAN 2018

FORENSIC ACCOUNTING AND FRAUD EXAMINATION, **WEST VIRGINIA UNIVERSITY**

JAN 2017

MEMBER OF PROVINCIAL RESPONSE PLAN FOR DAMAGES ASSESSMENT FOR NINVA GOVERNORATE, **UNDP IRAQ**

Aug 2017

SAFETY SECURITY APPROACHES IN THE FIELD ENVIRONMENT, **UNDSS IRAQ**

SEP 2008

LEADERSHIP, **US EMBASSY IRAQ**

AUG 2006

GLOBAL ISSUES AND CONFLICTS, **WORLD LEARNING, USA**