


## PERSONAL INFORMATION



Mustafa A. Hussein Alturki

 Sayidia, Baghdad, Iraq.

 +9647715162009

 [mustafa.alturki@ibnsina.edu.iq](mailto:mustafa.alturki@ibnsina.edu.iq)

 [alturkym10@gmail.com](mailto:alturkym10@gmail.com)

Sex **male** | Date of birth **15/06/1991** | Nationality **Iraqi**

## WORK EXPERIENCE

(from 24/11/2014 –24/07/2018 )

**European Union Funded Project/ Consortium Headed by SICI Dominus the Consulting Company of Spain.**

**Main activities and responsibilities**

- I worked as financial Manager and managed all the project accounting and finances.
- Maintaining office accounts in coordination with the Financial Director of S.I.C.I. Dominus
- Assisting the experts with necessary financial project issues
- Assisting participants from the beneficiary during missions outside Baghdad

(from 02/09/2018 –28\02\2020)

**Official of the electronic payment services department at the International Bank in Baghdad**

**Main activities and responsibilities**

- ATM Monitoring Services
- Preparing periodic reports
- Automated payment system management
- Assessment and management of the risk profile in the department
- Work on employee development to raise the quality and efficiency of the department

(from 30/03/2016 – Until now)

**Head of the retirement Department at Ibn Sina University of Medical and Pharmaceutical Sciences.**

**Main activities and responsibilities**

- Organizing pension transactions for our university employees and sending them to the Ministry of Higher Education and Scientific Research
- Entering employee and teaching data into the pension system
- Adding the services of employees and teachers who have previous services

## EDUCATION AND TRAINING

- (From 01/10/2020-to 01/07/2022) Master of Research in Business Analytics, Tunis Business School, University of Tunis
- (From 01/10/2011-to 15/07/2022) Bachelor of Business Administration, College of Administration and Economics, University of Dijlha

## PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B	C	B	C	C
Replace with name of language certificate. Enter level if known.					
French	A	A	A	A	A
Replace with name of language certificate. Enter level if known.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

- Job-related skills**
  - Decision-making and productive achievements acquired during providing service
- Computer skills**
  - good command of Microsoft Office™ tools
  - good command of internet, e-mails, and programming languages
- Other skills**
  - learning languages
- Driving licence**
  - applicable

## Certificates and courses

- A training course in creativity by the European Union
- Training course in the skill of persuasion by the European Union
- Training course in cooperation skills by the European Union
- Training course in the skill of adaptation by the European Union
- Training course in time management skills by the European Union

References and Certificates are available upon request.