

## Objective

I bringing a unique skill set to executive management level with creative and out-of-the-box thinking combined with solid goal-oriented planning. As a manger and accountant well-known with *UN Agencies and international with local organizations* and a good banker equipped with extensive experience in accounting and project's managing. Employs excellent accounting skills and multi-tasking strengths. Demonstrated ability to improve the needs of work, increase top line services, and reduce costs by employing the profound knowledge of my keen language and experience that help to optimize and achieve the aim of work.



# Abdulwahab Mohamed Saleh Alnami

## About

### Birth:

July/7<sup>th</sup>/1994.

Sana'a – Yemen.

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## Skill Highlights

- Projects management.
- Multinational organization skills.
- Engaging, leading, and motivating a team.
- Surfing tenders and donates through internet.
- Corresponding and emailing.
- Time-management skills.
- Communication skills.
- Convince and deliver messages easily.
- Strong decision maker.
- Creative design.
- Innovative.
- Operability and commitment.
- Service-focused.

## Languages

- Arabic – Mother tongue
- English – Fluent
- French – beginner

## Certificates

- BA of Accounting.
- ICDL and English language.
- Experience Certificates.
- Training Certificates.
- Languages study Certificates.
- Participating Certificates.
- Thanking Certificates.

## Education / Qualification

- Bachelor of accounting and auditing, Sana'a University, Faculty of trading and commerce, 2014-2018.
- English diploma, Seeds Education Center 25/11/2015.
- TOFEL preparation courses at Seeds Education Center 2016.
- Excel and Microsoft Programs courses – Institute of Banking Studies, Sana'a, Yemen.
- Many courses in accounting systems at Unique Center – Ebda'a Soft Co. 2016.
- International Computer Driving License (ICDL) from H4 Institute
- English diploma, Al-Shawkani Institute 28/2/2016.
- High school certificate from Al-Kuwait Typical School.

## Experiences detailing essential tasks.

### 1\_► Organizations Department Manager - AlKuraimi Islamic Bank – HQ Sana'a Jan 1<sup>st</sup>, 2024, up to date

- Holding meetings with *UN Agencies*.
- Attending meetings at *UN agencies* premises on behalf of the bank and the management.
- Phrasing and signing contracts agreements.
- Following up projects and teamwork.
- Surveying all branches and visiting organizations in other cities all over Yemen.
- Holding online meetings with *NGO* and *INGOs* as well.
- Leading workshops, lectures and training visions.
- Training new staff for projects implementing.
- Other team leader tasks.

## Experiences

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### 2\_► Head of Projects Services Section - Organizations Dept. AlKuraimi Islamic Bank – HQ Sana'a Jan 1<sup>st</sup>, 2023, up to Dec 31<sup>st</sup>, 2023.

- Focal point of *UN Agencies* and *INGOs*. Just like UNICEF, UNDP, UNFPA, WHO, OCHA and so on.
- Arranging meetings with *UN Agencies* and preparing agendas and solving projects and payments issues.
- Prepare reconciliation and related payments.
- Following up pending payments and cash flow.
- Leading the team and branches.
- Arranging meetings with *NGO* and *INGOs* as well.
- Leading workshops, lectures and training visions.
- Training new staff for projects implementing.

### 3\_► Head of Finance Unit - Organizations Department. AlKuraimi Islamic Bank – HQ Sana'a June 1<sup>st</sup>, 2021, up to Dec 31<sup>st</sup>, 2022.

- Responsible of *UN* and *INGOs* cash transfers.
- Prepare monthly bank reconciliation and statements.
- Deducting amounts and following up cash flow.
- Leading the team and following payments.
- Prepare bank tracker sheets.
- Arranging meetings with *NGO* and *INGOs*
- Schedule meetings and write reports.
- Attending workshops, lectures and training visions.
- Maintaining relationships to expand ORGs.
- Preparing and correcting English exams for HR.

### 4\_► Projects Officer - Organizations Management, AlKuraimi Islamic Bank – HQ Sana'a Jan 1<sup>st</sup>, 2021, up to May 31<sup>st</sup>, 2022.

- Working closely with organization.
- Coordinating projects for *NGOs* and *INGOs*.
- Focal point for many *INGOs* such as *UNICEF*, *UNDP*, *ADRA*, *WFP* and so many others.
- Preparing checks and wire transfer requests.
- Phrasing contracts and offering prices.
- Drafting presentations and formatting documents.
- Schedule meetings.
- Facilitating project communications.
- Managing the flow of day-to-day.
- Preparing financial reports – records – payments – vouchers – invoices.
- Observing and analyzing.
- Hard and soft documents filing.
- So many other tasks.

## Experiences

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### 5\_► Customer Services – Main Branch - AlKuraimi Islamic Bank – HQ Sana'a Oct 21<sup>st</sup>, 2020, up to Dec 31<sup>st</sup>, 2020.

### 6\_► Academic Coordinator - (Human For the Future ) H4 Institute 2019 - 2021 - Sana'a.

- Holding CVs and calling candidates.
- Interviewing, accepting or refusing new staffs.
- Controlling and evaluating staffs.
- Following attendance sheets.
- Writing daily reports.
- Arranging meetings, conferences, and workshops.
- Arranging the new courses, exams and inserting job duties into the PC.
- Managing petty cash book.
- Filing.

### 7\_► Accountant – Asas Typical Schools – Sana'a -2020.

### 8\_► English Teacher - H4 Institute -2017 2021 – Sana'a.

- Teaching English as a second language.

### 9\_► English lecturer – Alrazi University - 2018 - Sana'a.

- Giving lectures for college students.

### 10\_► English teacher - First You Institute 2016 -Sana'a.

### 11\_► English teacher - 4 You English Institute - Sana'a.

### 12\_► Guide and Interpreter for Amnesty Organization.

### 13\_► Accountant – Fukhr Al-Yemen Company - Sana'a.

### 14\_► Biller – Al-Tawfeer Store – Marib St. Sana'a.

### 15\_► Many other works and volunteers.

## Hobbies

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- Preparing reports.
- Reading novels and stories.
- Watching films and series.
- Going online and surfing websites.
- Writing essays.
- Making new friends.
- Traveling.
- Swimming.
- Others.

## References

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- *References available upon request.*