# Financial assistant and support

## Introduction



Name and surname: Ahmad Zalqi
Position: Financial assistant and support
Father's name: Khairala
Place of birth: azna
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Internal:222
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Work address: Khorramabad - 4 Bahman Square - Valiasr St. - North Shahid Shafipour Boulevard - next to the Municipal Cooperation Organization

## Educational background

| University name | Field of Study | degree of education | |
|---|---|---|---|
| University Azad Aliguderz | Economy | degree s'Master | |
| University Azad Aliguderz | Accounting | Masters | |

## work experience

| Up to date | from | Service location | Position | |
|---|---|---|---|---|
| continues | 17/3/1402 | Lorestan of sewage and Water | Support and Finance of Head | |
| 16/3/1402 | 12/1401/3 | Lorestan of sewage and Water | manager financial | |
| 12/1401/2 | 2/1397/1 | Lorestan of sewage and Water | manager planning and Budget | |
| 31/1/1397 | 2/1394/1 | Flowerjan b Fadzla and Water | Accounting of Head | |
| 31/1/1394 | 15/7/1382 | sewage and water Azna | manager financial | |
| 15/7/1382 | 1/1382/1 | sewage and water Azna | accountant | |
| 29/12/1381 | 7/1378/1 | sewage and water Azna | conservatory the of teacher | The |

## Experimental records and training course

| course title | |
|---|---|
| 40000 and 03000 service undergraduate for Explanation | |
| Analysis Statement Financial | |

| | |
|---|---|
| regulations and rules Financial | |
| standards accounting | |
| projects construction of regulations the with Familiarity | |
| budgeting operational | |
| types its and Income | |
| managers financial for maturity Financial | |
| auditor legal and report audit independent with Familiarity | |
| workshop accounting Practical | |
| management knowledge of Establishment | |
| system administrative the in control and Supervision | |
| accounting advanced | |
| statements financial basic prepare to How | |

**Membership in committees or working groups**

| Title of committee or working group | Row |
|---|---|
| Committee Safety Water the of Member | 1 |
| committee loan staff s'company the of Member | 2 |

**Areas under supervision**

| name | position | Internal | Phone |
|---|---|---|---|
| Bijan kamyab | Manager of warehouses | 203 | 33225804-33 |
| Mohsen Soltani Far | Commercial Affairs Manager | 210 | 33225804-33 |
| Ali Karam Elahi | Support office manager | | |
| Mohammad Rashidi Mehr | Acting director of financial affairs | 204 | 33225804-332 |

**Duties:**

1. Adjust the executive action plan of the relevant unit according to the determined policy.
2. Organizing, planning, controlling, coordinating and dividing work in the unit under supervision.
3. Cooperation in preparing and regulating the company's financial and economic policies and policies based on management approvals.
4. Cooperation in preparing and arranging the necessary instructions and directives for the implementation of the company's financial regulations and plans.
5. Planning and preparing comprehensive plans to make the necessary changes in the operating methods of finance and their compliance with the resulting changes in the internal and external constraints of the company.
6. Planning and preparing important financial plans to reduce costs along with financing and Economic limit of funds.
7. Investigating the possibilities and implementation limitations of new projects and projects from the economic, financial, profitability point of view and Prepare the necessary explanatory report in this regard and submit it to the superior.
8. Final control of all financial documents to ensure the accuracy of the contentsAnd their compliance with the relevant rules and regulations.
9. Supervision and cooperation in timely preparation and adjustment of various financial reports, balance sheet and financial balance sheets required by the company.
10. Supervision and follow-up on determining the cost price of the company's services.
11. Supervise the implementation and observance of domestic regulations and financial laws in the registration and issuance of financial documents.

12. Carrying out economic and financial studies in order to estimate the executive costs of the company's capital projects.
13. Reviewing and commenting on contracts concluded with customers and contractors in terms of compliance with financial laws and board approvals.
14. Supervision and follow-up on the receipt of current and arrears of the company by the relevant parties.