

SANTA HAZHAR

Personal information

Full Name: Santa Hazhar Matti

Date of Birth: 7 October 2003

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OBJECTIVE

Finance Assistant and Junior Accountant with strong attention to detail and experience in financial operations, seeking to support accurate reporting and efficient accounting processes.

EXPERIENCE

Finance data Entry - Rigt Company

July,2025 – Nov,2025

- Entered and maintained financial data using the Odoo ERP system
- Recorded invoices, payments, and transactions with high accuracy
- Assisted in account reconciliations and error checking
- Generated basic financial reports from the system
- Ensured proper documentation and organization of financial records

Finance Assistan - Junior Accountant

Nov,2025 – Present.

- Enter financial data into systems using Excel, Outlook, Microsoft Teams, and WhatsApp
- Record and track daily receipts accurately in Excel
- Process supplier payments for multiple branches in a timely manner
- Reload merchant accounts and monitor transactions
- Coordinate with operations teams regarding stock levels and pricing
- Handle invalid transactions, process refunds, and record losses
- Maintain accurate expense records and organize supporting documents
- Assist in preparing financial reports and ensuring data accuracy

EDUCATION

Bachelor's Degree in Accounting

College of Administration and Economics – Salahaddin University

Erbil, Iraq

(Fall 2021 – Summer 2025)

COMMUNICATION

- Good communication skills
- Teamwork and cooperation
- Clear and professional communication
- Good listening skills

SUMMARY OF SKILLS

- Financial data entry and record keeping
- Basic accounting and bookkeeping
- Experience using Odoo ERP system
- Good knowledge of Microsoft Excel
- Ability to work under pressure
- Attention to detail and accuracy
- Teamwork and communication skills

LANGUAGES

- Assyrian – Native
- Arabic – Fluent
- Kurdish – Fluent
- English – Intermediate