

Ayesha Karim Khider

Peaceful, Visionary, Masterly

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Education

Bachelor Degree in **Financial and Banking Science** (2016-2019). College of Administration and Economics - University of Salahaddin.

- I have been the Fourth of Top ten out of 140 students.
- Certification of Banking Operation in **RT Bank** / Erbil. (2019)

Working experiences

Jul 2024- Present : Electro Mandub Company.

Working as a Financial Accountant: -

- Managed **Payroll**, Ensuring accurate and timely payments.
- Managed **Accounts Receivable** processes, ensuring timely invoicing and collection.
- Managed **Accounts Payable** processes, ensuring timely payment Verify Supplier Invoice.
- Reporting (Profit and Loss, Balance Sheet, and Cash flow).
- Booking Journal Entries and managing accrual and prepaid monthly and update.

Mar 2022- Dec 2022: Federal Group - Federal Petroleum Services.

Working as an administrative officer and managing the firm: -

- Prepare and translate invoices to **MNR**.
- Obtain permission from **MFE** to **Customs**.
- Organize a filing system for important and confidential company documents.
- Maintain a company calendar and schedule appointments.
- Distribute and store correspondence (e.g., letters, emails and packages).

Skills

MS-Excel: Excellent knowledge of using accounting formula and equation's, Pivot tables and charts, using smart excel Keyboard shortcuts and Time management.

MS-Word: Good understanding, creating report, And documents.

MS-PowerPoint: Very good at using Business representation.

MS-Outlook: Strong understanding and writing professional Emails.

Languages: English: Fluent / Kurdish: Mother Language / Arabic: Basic

Soft skills: Have a good experience in taking responsibility. Highly motivated and a proven ability to work under pressure to deliver results. Patient, Active listening and research. Share ideas and feeling effectively.

Foreign Exchange Market Skills:

Having a good expert and information about Forex market like watching the dealing market movement, monitoring customer bank accounts, preparing and translate financial market events to the team traders. And having a great experience of preparing market news and make a Forex Market Quiz's for each Forex lesson to Erbil **Cityforex Company**.

Participation In

2016-2022 Providing the academic report and representation's for college students in the field of Finance, Banking, and Preparing Bachelor's Research for the senior year **as a volunteer**.

Jul 2018- Sep 2018 Dcifx Company (Durian commercial investment and Fx) / working for 2 months about International Financial market (Forex), **as a volunteer**.

June 2017- Oct 2017 The independent high electoral commission /working with biometrics system for 4 months **as a Volunteer**.