



SABA Mohammed
Accountant
Data entry
Administrative

OBJECTIVE

1. Develop my skills in accounting and financial management and contribute to improving the company's financial performance. 2. Leverage my experience in dealing with customers to improve the customers experience and increase customer satisfaction. 3. Contribute to achieving the company goals by improving financial efficiency and daily operations. 4. Strive to develop myself professionally and acquire new skills that contribute to achieving sustainable growth.

CONTACT

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Address :- Baghdad (Al-doura)
Birth day:- 18-10-1986

Experience

9/2010- Accounts officer at 01 Accounting & Electronics Co.
6-2014
10/2014 — Accounts Manager – Al-Mumayaz Scientific Office
12/2024 for Pharma & Medical Equipment Marketing

Professional Experience:

- Preparing and auditing financial records, invoices, and daily expenses.
- Monitoring bank accounts and performing monthly reconciliations.
- Managing payments and collections from clients and suppliers.
- Preparing periodic financial reports and analyzing financial performance.
- Ensuring compliance with local accounting standards and tax regulations.
- Contributing to the improvement of financial efficiency and the development of tracking and analysis tools.

Skills

Communication
Dealing with customers
Team work
Dealing with and solving problems
Attention to detail
Leadership
Creativity

LANGUAGES

Arabic
English

Education

Diploma in Accounting, Technical Administration Institute