

RAGHDA ALSABBAGH

ACCOUNTANT & HR

☎ 07508597189

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📍 Iraq - Erbil

PROFILE

Accountant and HR Coordinator with over 8 years of combined experience in accounting and human resources. Skilled in payroll coordination, employee records, contracts, benefits administration, and financial reconciliation.

EDUCATION

Damascus University

Bachelor's Degree in Accounting

Syrian Virtual University

MBA

SKILLS

- Software Proficiency: Microsoft Office and Al-Ameen Accounting System.
- Interpersonal Skills: Effective communication, teamwork, employee support.

LANGUAGES

- Arabic: Native
- English: Proficient

REFERENCES

Available upon request.

EXPERIENCES

HR Recruiter

Freelancer Jan 2020 to Present

HR Coordinator – Payroll & Personnel

Al-Wasel Co. - Syriatel| - Jan 2017 – Dec 2019

- Coordinated payroll and wages, including sales commissions, fuel allowances, and year-end bonuses, ensuring alignment with the Finance Department.
- Managed health insurance and life insurance files, including related payments.
- Supervised personnel functions such as employee records, contracts, and attendance tracking.
- Supported HR processes related to onboarding, benefits administration, and employee inquiries.

Accountant

Nahas Beauty Company,| Jan 2015 – Dec 2016

- Handled daily accounting operations, including accounts payable and receivable.
- Conducted monthly inventory of stores and reconciled results with book records, preparing adjustments for discrepancies.
- Assisted in budget tracking and expense monitoring.
- Ensured compliance with accounting standards and company regulations.