

CURRICULUM VITAE

Sarwat Rasull

PROFILE

Motivated and reliable professional with a passion for exploring different perspectives and tackling challenges creatively. I excel both independently and as a team player, focusing on timely task completion and responsible execution. I thrive on infusing innovation into every aspect of my work.

CONTACT

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EDUCATION

Bachelor of Accounting

University of Salahaddin, College of Administration and Economic, 2013-2016

ADDITIONAL TRAININGS

- Completed a Nine Months Diploma in English as a Second Language from CIS College.
- Participated in a Two-Month English course at Macos Organization.
- First Aid Training.
- Two Levels of Golden Aseel Accounting Software.
- Preparing financial statements.

All certifications are compiled into one document for simplicity. Review them collectively using this hyperlink; [Addition Training Docs](#) .

EXPERIENCE

Accountant

Ezmaholding | Jun 2024 – Present

Expenses Accountant: Oversaw expense tracking, processed invoices, and ensured compliance with company policies, including managing daily and recurring expenses for the Iran branch, such as following up on rent for warehouses and offices.

Sales Accountant: Managed sales transactions ensured accurate recording of sales data, prepared sales reports, and made AR invoices for more than 7 branches.

Accountant

Lenya Interiors | April 2022 –April 2024

- Prepared payment vouchers and receipt vouchers to accurately document financial transactions.
- Compiled payroll lists ensuring accurate and timely payment to employees.
- Managed advanced payments, including processing and reconciling them as necessary.
- Maintained records and followed up with customers to ensure timely payments and resolve any discrepancies.
- Recorded all financial transactions meticulously in accounting software to ensure accuracy and compliance.
- Managed document archiving to ensure easy retrieval and compliance with record-keeping regulations.
- Handled tasks related to governmental social insurance, ensuring compliance with regulations and timely submissions.
- Recorded incoming invoices in the accounting system to maintain accurate financial records and facilitate timely payments.
- Managed bank deposits and facilitated international payment transfers as required by the company, ensuring compliance with banking regulations and accuracy in financial transactions.
- Managed cash handling responsibilities, including recording all cash movements in Google Sheets before transferring data to the accounting software.

Accountant

AlsardFiber | January 2022 - April 2022

- Detail-oriented management of financial records and transactions as account payable and receivable.
- Collaboration with cross-functional teams to ensure accuracy and compliance.

Cash Collector and Treasurer

AlsardFiber | November 2019 - January 2022

- Responsible for collecting and managing cash transactions efficiently.
- Maintained accurate financial records and ensured proper documentation.
- Collaborated closely with the senior accountant to process financial transactions.
- Tracking and managing incoming payments and client accounts.

At this role, formal recognition and clearance were granted in acknowledgment of exceptional performance. Further details are available: [Appreciation & clearance certificates Alsard Fiber](#).

Tailoring Experience (4 years)

- Proficient in tailoring a variety of Kurdish clothing.
- Exceptional customer interactions, resulting in high customer satisfaction.

SKILLS

Language Proficiency:

- Kurdish: Native speaker
- English: Good
- Arabic: Good

OTHER SKILLS

- Proficient in preparing payment and receipt vouchers.
- Strong attention to detail and accuracy in payroll processing.
- Skilled in managing financial transactions.
- Excellent communication skills for following up with customers and resolving issues.
- Proficient in using accounting software for recording transactions.
- Organizational skills for document archiving and retrieval.
- Knowledgeable about governmental social insurance processes and requirements.

Computer Skills:

SAP Business One for various transactions, including creating AR invoices, sales orders, journal vouchers for recording expenses, and reconciling prepaid expenses.

- **QuickBooks online, Alameen, Golden Aseel, and Microsoft Office suite** (Outlook, Word, Excel, PowerPoint).

ACHIEVEMENTS

- Successfully integrated creativity and innovation into daily tasks.

I am confident that my diverse skill set and dedication will contribute positively to your team. Thank you for considering my application.