

Ahlam Anwar Raouf

About Me

Dedicated and detail-oriented Financial and Banking Sciences graduate with strong knowledge of financial reporting, bookkeeping, and data management. Skilled in using Microsoft Excel, Word, and PowerPoint for preparing reports, organizing financial records, and creating professional presentations. Possess excellent communication, problem-solving, and organizational skills with the ability to work effectively both independently and within a team. Motivated to develop professional experience and contribute to organizational success through accuracy, responsibility, and continuous learning.

Work Experiences

Accountant

- Prepared daily journal entries and recorded financial transactions accurately.
- Managed customer and supplier accounts and organized invoices.
- Prepared monthly and annual financial reports.
- Used accounting software and Microsoft Excel to manage financial data.
- Assisted in budget preparation and expense monitoring.

Assistant Accountant

- Entered financial data and organized accounting records.
- Reviewed invoices and financial documents to ensure accuracy.
- Monitored payment and receipt transactions and prepared daily reports.
- Collaborated with management to maintain accurate accounts.

Financial Assistant – Private Company

- Assisted in preparing financial records and daily transactions.
- Organized invoices, receipts, and accounting documents professionally.
- Supported financial reporting and account management tasks.
- Maintained accurate financial data and records.

Cashier

- Managed cash and electronic payment transactions accurately.
- Prepared daily cash reports and reconciled revenues.
- Assisted customers and provided professional service.
- Maintained financial accuracy and minimized accounting errors.

Microsoft office (Microsoft Excel , Word and PowerPoint)

- Created accounting spreadsheets and organized financial data.
- Used formulas and functions to prepare reports and calculations.
- Prepared and formatted official reports and administrative documents.
- Created professional invoices, contracts, and written documents.
- Designed professional and attractive presentations.

Customer Service Experience

- Assisted customers professionally and responded to inquiries effectively.
- Handled customer requests, complaints, and problem-solving with patience and professionalism.
- Maintained positive communication with clients to ensure customer satisfaction.

Contact

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- Duhok
- Female
- 1999 / 12 / 18

Languages

- Kurdish : Fluent
- Arabic : Excellent
- English : Good

Certifications

University of Duhok

College of Administration and
Economics

Department of Financial and
Banking Sciences

Skills

- Financial Reporting
- Bookkeeping
- Data Entry
- Microsoft Excel
- Payroll Management
- Budgeting
- Invoice Processing
- Account Reconciliation
- Financial Analysis
- Time Management
- Problem Solving
- Attention to Detail