

Rezheen E. Hamadameen

Accountant

 Erbil

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Summary:

As an accountant, I was responsible for performing all accounting tasks, performing daily accounting transactions and entering them, estimating and determining the sales price of materials, managing customer and seller accounts, preparing sales receipts and receiving money, preparing monthly reports and salaries.

Education:

- CIS Institute Diploma in Accounting. (2023 – 2024)
- Salahuddin University -College of Basic Education/ Mathematics Department. (2014 – 2015)

Work Experience:

- Accountant (Alka Sove Factory) (2022-2026)
 - Accurately record all daily financial transactions.
 - Prepare and track invoices (receipts and payments).
 - Manage accounts payable and receivable.
 - Prepare monthly financial reports.
 - Perform bank reconciliations and account reconciliations.
 - Track and analyze revenues and expenses.
 - Organize and archive financial documents and records.
 - Prepare employee payroll at the end of each month.
 - Supporting audits and prepare document.
 - Coordinate with different departments to ensure smooth financial operations.
- Math Teacher
 - Koshish Private English School. (2019 – 2022)
 - Korek Basic School. (2018 – 2019)
 - Avan Primary School. (2015 – 2016)

Languages:

- Kurdish – Native
- Arabic – Good
- English – Good
- Turkish – Very good

Skills:

- Proficiency in Microsoft Office applications (Excel, Word, PowerPoint).
- Effective time management.
- Teamwork skills.
- Strong communication skills.
- Accuracy and attention to detail.
- Proficiency in filing and archiving.
- Flexibility and adaptability to the work environment.