

Sarah Baaj

Senir Accounting Manager

Name	Sarah Baaj
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Phone number	0750 245 1292
Address	Roya towers - Erbil
Date of birth	December 25, 1992
Nationality	Syrian
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Profile

Committed to continuous learning and growth, aiming to bring innovative ideas and a proactive approach to foster teamwork and achieve common goals.

Education

2012 - 2017	Al-Furat University, Syria
2008 - 2011	Computer Technology Institute, Syria

Employment

2020 - Present	BTB Group, Iraq - Erbil • Preparing the final balance • Close monthly accounts • Reports preparation • Preparing Working capital report • Follow up clients and suppliers • Follow up depreciation, advance payments and accrual • Follow-up of sales, purchases and fixed assets • Conducting and following up financial transfers • Salary restrictions • Preparing the annual tax • Follow up the collection process • Preparing invoices, processing receipts and payments
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- Daily transfers (outward-Inward) transactions on System
- Daily Cash Report (cash boxes transactions)

2018 - 2020

HADED, Syria - Damascus - Adra Industrial

- Preparing purchase reports of quantity and quality
- Preparing supplier reports
- Internal and external inventory reports
- Daily transfers (outward) transactions on System

2015 - 2018

Tobacco, Syria - Damascus - Almasaken

- Managing purchases from China
- Follow-up stores of quantity and quality
- Follow up the sales process
- Preparing customer reports
- Daily transfers (outward-inward) transactions on System
- Daily Cash boxes reconciliations
- Daily Cash Report (cash boxes transactions)

Skills

EPR System

Accounting Software

Office programs

Languages

Arabic

English