

Eman Jasim

Erbil • 07708398388 • eman.jassim93@gmail.com • linkedin.com/in/eman-jasim

FINANCE AND OPERATIONS SPECIALIST

Results-driven Finance and Operations Specialist with over 6 years of experience managing high-budget, donor-funded projects, audits, and financial operations. Skilled in financial compliance and budgeting, with a proven record of strengthening controls and supporting strategic decisions. Recognized for a proactive, analytical, and solutions-oriented approach to financial management and organizational efficiency.

WORK EXPERIENCE

Finance consultant • Contractor

RE : CODED • Remote • 01/2025 - 02/2025

- Led the preparation and coordination of an external donor financial audit, resulting in zero audit findings and discrepancies.

Finance officer

RE : CODED • Hybrid • 01/2022 - 12/2024

- Directed annual financial reporting, delivering actionable insights to the Senior Leadership Team that guided resource allocation across 4 budgets within a 6-month timeline and informed strategic program planning.
- Oversaw financial management including budget monitoring of 8 concurrent donor-funded grants, ensuring full compliance with internal policies, donor regulations, and audit standards.
- Managed 12 internal and external audits across multiple projects, achieving exceptionally low discrepancy rates- **as low as 0.1%** in some audits - and ensuring full compliance with donor regulations.
- Optimized payroll, procurement, booking entries, reconciliations, financial documentation, and month-end closing processes to improve efficiency and accuracy.
- Monitored and forecasted cash flow; supported executive decision-making with financial insights.
- Enhanced financial systems and controls, recommending and implementing improvements that strengthened compliance and accountability.
- Ensured regulatory compliance through direct engagement with legal and tax authorities.
- Coordinated office relocations and vendor relations, ensuring seamless operational continuity and compliance with internal policies.

Accountant

RE : CODED • Hybrid • 10/2020 - 01/2022

- Maintained accurate financial records by posting daily transactions, reconciling accounts, and supporting month-end closing, ensuring accuracy in reconciliations, payroll, and financial documentation.
- Supported donor financial reporting and compliance, producing timely and transparent reports for external stakeholders.

SKILLS

Technical Skills: Accounting Principles, Audit Systems, Budgeting Tools, Compliance and Regulatory Knowledge, Microsoft suite, Payroll Processing, Quickbooks

Core Competencies : Audit Preparation & Liaison, Donor & Grant Management, Financial Reporting & Analysis, Internal Controls & Compliance, Office Management, Project Management, Strategic Financial Planning, Task Management (Asana, Slack, Gmail, Google Suite, Notion), Treasury & Cash Flow Management

Languages: Arabic: fluent, English: fluent, Kurdish: Basic

CERTIFICATIONS

Mastering QuickBooks Online

04/2021 - 06/2021

Quickbooks

Financial Accounting Fundamentals

06/2020 - 11/2020

University of Virginia | Coursera

EDUCATION

Bachelors's Degree in Computer Engineering

University of Mosul
Mosul

10/2012 - 07/2017

- Contributed to the preparation and review of financial reports, accounting records, and supporting schedules, including annual financial statements submitted to government authorities.
- Coordinated accounting documentation and financial data for internal and external audits.

Finance and admin associate

RE : CODED • Hybrid • 01/2020 - 10/2020

- Supported donor and internal audits with audit-ready documentation, ensuring transparency and alignment with compliance standards.
- Coordinated procurement, travel, and logistics for staff across multiple projects, optimizing resources and maintaining accountability.
- Supported the preparation of monthly expenditure reports and bank reconciliations, including relevant accounting postings, cash flow oversight, and liquidity management.

Finance and admin assistant

RE : CODED • Erbil • 04/2019 - 01/2020

- Coordinated multiple project audits, ensuring compliance with donor requirements.
- Oversaw office procurement and logistics, ensuring alignment with project timelines and organizational policies.
- Produced financial reports, bank reconciliations, and expense tracking to support transparency and fiscal accountability.
- Managed bookings for invoices and expenses for the Iraq office operations.

IT Instructor

PLC • Erbil • 06/2018 - 12/2018

- Delivered IT and Microsoft Office training to over 100 learners from underserved communities, demonstrating capacity-building and knowledge transfer skills.
- Produced weekly performance reports, ensuring accountability and tracking learner progress.

Android Application Development with Agile Methodologies

Re:Coded

08/2017 - 11/2018

- Applied agile methodologies to manage and deliver a full-cycle app development project, enhancing collaborative and iterative problem-solving skills.
- Gained expertise in freelancing, entrepreneurship, and business communication, further strengthening adaptability and professional versatility.