

☎ 0751 560 14 66

📍 Erbil - Bakhtyari

✉ nozheen.ali@gmail.com

NOZHEEN ALI

ABOUT ME

accountant with 1 year of experience in accounting and management filed currently looking for a job where I can learn more about my field(Accounting) and also business and management fields.

EDUCATION

Tishik international university

Bachelor in FASE-Accounting modules included: Management, Management information system, auditing and finance.

2021-2022

cihan private school

scientific Diploma

PROFESSIONAL

Excellent written and verbal communication
Highly organized and attentive to detail Good time management
excellent in all MS Office, excel applications and Internet
Extremely adaptable
Extrovert and sociable
Strong teamwork and leadership skills Photography and editing and logo designing skills
creative and positive

LANGUAGES

English: fluent, (written and spoken)
Persian: fluent, (written and spoken)
Arabic: intermediate, (written and spoken)
Kurdish: Native with more than a dialect

EXPERIENCE

ADMIN ACCOUNTANT 2021

SOOSAN CO.

Soosan Company as subcontractor of Subnex Company for providing insurance.

Job position: Admin accountant NOV 2021- JUL 2022.

Managing obligations to suppliers, customers and third-party vendors Processing bank deposits.

Reconciling financial statements.

Managing company assets and financial expenditures

Preparing financial documents such as invoices, tax filings, and monthly profit reports.

Maintain and update the status of accounts receivables and payables. Reconcile all bank accounts and resolve all issues in processing the financial statements.

Maintain efficient client services and provide support to administration staff. Preparing and ordering all the needs for the company.

CERTIFICATION

certificate of electronic marketing and advertisement finance course.

Certificate attendance in the international interdisciplinary workshop on "performance and accountability at the workplace".

Certificate Attendance in photography and filmmaking training course in (BCF) charity.

Personal development course.

Project evaluation and finance course.

Business English and communication skills
Intercultural communications.

Forensic accounting.

Academic life and skills.

Gender and discrimination course International .

zakho art club.

Available upon request