



Nasim Farazin

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SUMMARY

- Profile: Female , 36 , Single
- Nationality: Iran
- Current Location: Iran, Hormozgan
- Current Position: Financial Analyst
Kish Well Services of Iran
- Company: (Schlumberger Methods)
- Preferred Location: Tehran , Hormozgan
- Salary expectation: Not Specified/ Negotiable

WORK EXPERIENCE

May 2020 -

Kish Well Services of Iran (Schlumberger Methods)
Financial Analyst

Iran, Hormozgan, Kish

Providing advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.

Updating SILog and accrual cost report

Preparing and Analyzing P&L (Profit and loss) Report .

Analyzing financial data to ensure all operations are within budget.

Preparing accounting and other required reports and projections based on the analysis performed.

Establishing and evaluating records, statements, and profit plans.

Identifying financial performance trends and financial risk, and making recommendations.

Providing recommendations for improvement based on trends.

Coordinating with other members of the finance team when required to review financial information and forecasts.

Apr 2012 -

CNLC/OTS
Accountant

Iran, Kish

Handle accounting routine tasks, register financial voucher in online system and accounting software (Rahkaran)

Handle office petty cash with regard to the company financial policy and regulation

Prepare budget report and business plan

Prepare and Analysis of the balance sheet, profit and loss statement, cash flow, reports of expenses of various segments and other monthly financial reports

Check and verify terms of payment based on tax regulation and SSO rules for legal contracts between the company and its suppliers

Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and payroll

Prepare statements and reports of estimated future costs

Prepare financial reports and statements to submit to regulatory authorities , Tax experts, insurance auditors and report to the CEO

Fulfill tax related requirements (Tehran and Ahwaz withholding tax, VAT,169.)

Fulfill insurance (SSO) payment process for all employees in related department based on their contract

Responsible for receiving SSO clearance from social security organization at the end of each contract and close all related financial issue

Follow refunding money from social security organization after finalizing SSO clearance

Apply for check book and arrange with Tehran to be signed by Managing Director

Forecast monthly budget and prepare capital application

Calculate personnel income tax and register in software

Responsible for salary calculation and payroll , personnel time sheet, service ticket bonus and radio active calculation in the absence of deputy manager

Calculate annual compensation and responsible for end of service benefits and compensation procedures in the absence of deputy manager

Collaborate with HR and administration team in implementing new initiatives

Direct communication and coordination with other segments managers or other companies related to company's financial activities

Monitor the proper implementation of the budget rules and procedures prescribed by relevant laws and regulations

Apply for mainland commercial card and be in contact with commercial room regarding any changes

Other temporary job assigned by Base Manager

- **China National Logging Co.**
Accountnt

Iran, Hormozgan

Perform daily Journal entries

Daily book-keeping and filling

Withdraw cash from bank and manage bank payments

Check all documents related to staff payments (advance and reimbursement of expense claims) for completeness and validity and delegated signatures and book all received vouchers in financial journal

Pay third party payments with regard to the mutual contract

Administrative Finance department archival

Guide staff on adherence to processes, policies and procedures on petty cash management

Booking and monitoring accounts payable and prepayments

Handle office petty cash with regard to company policies and procedures

Arrange for workshop and guesthouses on time bills payment

Fulfill collecting and sending financial vouchers to Tehran branch

On-time payment of Invoices also payment to the third party according to terms of payments

Prepare financial statement and other reports

Prepare required data to the internal and external auditors

Control the account payable and reconciliation report according to the rules and regulation

Nov 2009 - Apr 2011

Kish Well Services of Iran (Schlumberger Methods)
RITE Champion & Well testing administrator

Iran, Kish

Update RITE system based on regular inspection of tools

Arrange for regular inspection of tools and equipment with service contractor (OIS Company)

Arrange for offshore training course for operation crew in Dubai & Abu Dhabi

Fulfill office daily routine such as Telephone, Fax, Copy, Scan, letter preparation for all department, compile, copy, sort, and file records of office activities

Perform office filing system for all department and update filing, inventory, database systems either manually or using a computer

Arrange for office cargoes and prepare office cargo shipping manifest

Record Base employees and third party employees' attendance time

Arrange appointments

Record daily meeting minutes and email to nominate employees

Update inventory list of Lithium Battery

Check tools certificates for updates

Register and update the validity of related certificate of well testing equipment in online system (Non distinctive test)

Other temporary job assigned by Base Manager

Jun 2007 - Jan 2009

POGC

Admin Assisstant

Iran, Tehran

Prepare personnel contracts

Calculate personnel time-sheet and and update personnel status chart

Fulfill office daily routine such as Telephone, Fax, Copy, Scan, letter preparation for all department, compile, copy, sort, and file records of office activities

Arrange or Book Air ticket, Hotel and Accommodation

Perform office filing system for all department and update filing, inventory, database systems either manually or using a computer

Arrange for office cargoes and prepare office cargo shipping manifest

Record Base employees and third party employees' attendance time

Arrange appointments

Record daily meeting minutes and email to nominate employees

Other temporary job assigned by Base Manager

EDUCATION

2003 - 2007

Islamic Azad University Najafabad Branch
English Language Teaching - Bachelor(BSc/BA)

Iran, Isfahan

2013 - 2016

University of Tehran
MBA - Master (MSc/MA)

Iran, Kish

LANGUAGES

• **English**

I can speak fluently without any problems

CERTIFICATES

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|------|---|------|
| 2018 | Tehran institute of Technology <i>Payroll Accounting</i> | Iran |
| 2015 | Tehran Institute of Technology <i>Accounting for Labor Market</i> | Iran |
| 2013 | Research & Science Ins. <i>Accountant</i> | Iran |

COMMENTS

- Initiative, Independent and well-organized character - Ability to build and maintain good business relationships quickly and professionally - Ability to work under pressure - Energetic, Hard working - Strong Leadership skills with a coaching mindset - Team player , Cooperative and supportive - Being honest, flexible, self-organized and fast-learner and enthusiastic - Strong in data analytical - Not afraid of challenge