

# Duaa Abdulakareem

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## PERSONAL INFORMATION:

**First Name:** Duaa

**Date of Birth:** 15, Sep 1994

**Mobile:** +964 -7715077643

**E-mail:** [duaa.94915@gmail.com](mailto:duaa.94915@gmail.com)

**Family Name:** AlBayati

**Nationality:** Iraqi

**Gender:** Female



## OBJECTIVE:

To join a challenging, professional and promising environment where I can use all my qualifications and develop them for the benefits of the company, community and myself.

## EDUCATION:

**BSc. Accounting and financial control**, from **Business Economic** at Al-Nahrain University **2016 – 2017**.

## EXPERIENCE:

**May 2018 – present:**     **Zain Cash, Baghdad, Iraq.**

**Job Title:**                 **Human Resources Associate.**

**Duties:**

- Calculation Salaries.
- Employees communication related to new announcements, holidays, etc.
- Updating HR organizational chart.
- Solve employee problems.
- Support staff in administrative issues, trainings, booking hotels, flights...etc.
- Assist with the implementation of HR policies and procedures.
- Provide support in recruitment processes, inviting candidates, organizing interview venues, etc.
- Update staff records and files, including contracts, leave, medical, appraisals, etc.
- Generate monthly records and reports such as staff lists, leave and other HR statistics.
- Process and follow up claims for medical cover and insurance Prepare staff contributions to relevant statutory bodies (social security, tax, pensions etc.)

- Follow up induction package for new joiner, clearance and exist paper.
- Manage and follow up CBI correspondence.
- Archiving (Hard and soft) company documents, contracts, CP, letter, etc.

**May 2018 – Nov 2018: ZainCash, Baghdad, Iraq**

**Job Title: Finance Asistanat.**

**Duties:**

- Updating e-money daily transactions.
- Prepare daily accounting entries and archiving.
- E-money vs bank reconciliation.
- Billing audit.
- Re-balancing.
- Preparing and archiving financial transfers.

**Aug 2017 – March 2018: Atlas for Granite.**

**Job Title: Accountant and administrative.**

**Duties:**

- Record the purchase invoices
- Manage daily sales
- Audit daily transactions
- Recruitment process

## **LANGUAGES:**

- Arabic, Native language.
- English (Reading, writing).

## **QUALIFICATIONS AND SKILLS:**

- Time management, Negotiation, Teamwork and Problem-Solving.
- Excellent team building abilities.
- Communication skills, writing skills, interpersonal skills, and ethical mindset.
- Extensive knowledge of HR policies.
- Familiarity with HR software and working knowledge of MS Office