

## **CAREER OBJECTIVE**

An Accounting with 4+ years of impressive experience in handling variety of tasks, seeking a challenging position with a dynamic organization to contribute accrued skills in formulating organizational objectives and charting a mutually beneficial growth path.

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## **PROFESSIONAL EXPERIENCE**

### **Ministry of Youth and Sports, Baghdad – Iraq**

#### **Designation Chronology:**

❖ *Accountant in Finance Department*

**Dec 2016 – Dec 2018**

## **SKILLS**

- Ability to work under pressure
  - Analytical Ability, Critical Thinking, Decision Making and Problem Solving, Time Management
  - Computer Related Skills: MS Office (Word, Excel, PowerPoint and Outlook), and Internet Applications.
  - Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
  - Prepare Employees' salary.
  - Assist in payroll preparation by providing relevant data (absences, bonus, leaves, Missions, etc.).
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## **EDUCATION**

University of Al Turath  
Bachelor's Degree in Accounting Department

**2011 - 2015**

#### **Training and Certifications:**

- Course in Excel and MS Office.
  - Advance Course in Accounting Office.
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## **PERSONAL INFORMATION**

- Birth Date : 28<sup>th</sup> April 1993
  - Gender : Female
  - Nationality : Iraq
  - Marital Status : Single
  - Languages : Arabic (Native) & English
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## **REFERENCE**

Provided Upon Request.

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