

# Zulfa Abdullah

Contact: +964 7712919138

Email: zozaka44@gmail.com.



## CAREER OBJECTIVE:

To obtain a challenging position in a reputed organization offering opportunity for personal growth and career building and to become part of a highly motivated and dynamic team of professionals with a result-oriented approach.

## CAREER PROFILE/SKILLS:

- 2 year working experience as an accountant.
- Practical experience in exchange accounting and mobile trading.

## Accounting Software's: Al Amin for accounting

**Languages:** English (Speak, Write, Read) Good , Arabic (Read, Write, Speak) Excellent

## PROFESSIONAL WORK EXPERIENCE:

**Organization:** Super Master Technology, Baghdad

**Tenure:** November 2018 to march 2019.

**Designation:** Account payable

### Responsibilities:

- Ensuring that the payment of invoices is completed within a timely manner.
- Identifying invoices that are overdue or have not been received.
- Making and receiving telephone calls to and from suppliers on a variety of queries.
- Verifying and checking expenses claims.
- Matching invoices to the relevant receipts.
- Printing, stamping and sorting all incoming post via email, external and internal correspondence.
- Setting up vendor accounts and reconciling statements.
- Closing down inactive vendor and employee accounts.
- Keeping track of every transaction and logging details into a system.
- Reconciling intercompany transactions on regular basis.
- Checking the accuracy of figures and calculations.
- Documenting all accounts payable transactions.

**Organization:** Accounting office, Baghdad

**Tenure:** December 2016 – April 2018

**Designation:** Accountant.

### Responsibilities:

- Responsible to prepare Bank Receipt Vouchers.
- Responsible to prepare Bank Payment Vouchers.
- Responsible to prepare journal Vouchers.
- Responsible to prepare Adjusting entries.
- Responsible to prepare closing Entries.
- Responsible for posting it in the ledger.
- Responsible for the verification of bank statements
- Preparing Trial balance.
- Liaising with the Auditors.

## ACADEMIC EDUCATION:

<u>Name of the Degree :</u>	<u>Details :</u>
Bachelors of Accounting	University of Baghdad , collage of Administration and Economy

## CERTIFICATION/ ADDITIONAL SKILLS:

- **MS Office** ( MS Word and MS Excel)

## PERSONAL INFORMATION:

**Father's Name** : Abdullah Najim  
**Nationality** : Iraqi.  
**Religion** : Islam.  
**Date of birth** : 17/2/1994

References; Available on request.