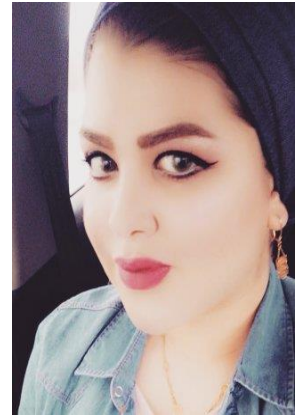


CURRICULUM VITA



Personal Details

Name : Saba Zaidan
Data of birth : Aug 15 / 1994
Social status : Single
Nationality : Iraqi
Address : Baghdad, Al-Jihad
Mobile no : +964 7710318609
Other mobile no : +964 7721096754
E-mail : sabazedan0@gmail.com

Education

- ✚ B.S.C. In computer and communications network engineering – Al Mamoon University College (2012 – 2016)
- ✚ B.L.C (Birmingham language collage \ 2016)

Languages

- Arabic: Mother languages
- English: Read ,write and speak - Good

Computer Skills

- ✓ Microsoft office
- ✓ AL- Ameen system
- ✓ Leto ERP system
- ✓ Mira back office
- ✓ Galileo system

Work Expenses

Global technology – Huawei mobile – Iraq (2016 – 2019)

Accountant officer **Responsibilities:**

- Follow up sales and debt of sale points and matching stores.
- Match the inventory of stores weekly.
- Monthly matches with branches of the company in the north and south.
- Matching with supplier companies.
- Processing and distribution of monthly salaries of employees.
- Invoicing of invoice, receipts, expenses, warehouse transfers and purchases in the accounting program.
- Ensure put transfer all items of type mobiles
- Keep sensitive information confidential.
- Prepare daily and monthly accounting reports.
- Prepare weekly and monthly sales report.
- Monitor the daily performance of the accounting department
- Follow up with all sales team and Coordinate with POS.
- Perform related duties as required.
- Follow up all financial matters of the company.
- Ability to work in a team environment, with minimum supervision and under pressure with very tight schedule.

