

**Saja Abd-Al-Lateef Dehyab**

Personal information

Date of Birth: **22 October 1992**

Nationality: **Iraqi**

Marital situation: **Married** Address: **Baghdad, Al-Doura** Experience: **4 years**

Mobile & Email: **+964 7732341896 /** [**sajaalethawe@gmail.com**](mailto:sajaalethawe@gmail.com)

Education: **University of Baghdad – College of Administration & Economics - Accountant Dep. (2013-2014)**



# Professional Experience

**AL-Raneem for food industrial company, Baghdad**

Direct sales Executive, ACCOUNTANT, Cashier *2019 - Present*

* Working on " AL Bayan " Accounting Program
* **B2B** & **B2c** salesmanagement
* Managing accounts payable and receivable
* Overseeing day-to-day cash management
* Prepare expense reports on a regular basis

**FAWZ ALRAFIDAIN for contracting & General Trading Company, Baghdad**

DOCUMENT/ PROCURMENT CONTROLLER *2018 – 2019*

* Coordinate release and control of updates to documents.
* Analyzing spend activity and identifying opportunities to aggregate demand, standardize, and minimize costs.
* Negotiating agreements with suppliers that achieve the optimal combination of service, cost, quality, and risk mitigation
* Knowledge of contract lifecycle management.

**References:**

**Nuha M. Shawkat - Supervisor**

**Mobile & Email: +9647721774916 /** [nuha@fawzcompany.com](mailto:nuha@fawzcompany.com)

**AL-YASRA for foods company, Baghdad**

SALES REPRESENTATIVE 2017 *- 2018*

* Certificate from "Al-Safi Danon".
* Sales Development training Certificate
* Execute Sales accounting processes to support multiple cost centers and customers
* Prepare journal entries and account reconciliations
* Perform month-end, quarter-end and year-end close procedures
* Research, track, and resolve accounting issues

**Reference:**

**Sabah Abdullah – Baghdad Sales Manager**

**Mobile & Email: +9647809263359** / [S.Abdullah@yasrairaq.com](mailto:S.Abdullah@yasrairaq.com)

**FORMAL FOR PPR PIPES & fittings Trading Company, Baghdad**

ACCOUNTANT *2016 - 2017*

* Working on " AL Ameer" Accounting Program
* Bursar.
* Managing accounts payable and receivable
* Overseeing day-to-day cash management
* Prepare expense reports on a regular basis

**ESB GROUP, Baghdad**

ACCOUNTANT *2015 - 2016*

* Working on "AL Bayan" Accounting program.
* Analyze and report on financial status including income statement variances, communicating financial results to management, budget preparation and analysis
* Preparing standard accounting reports and summaries for financial analysis.
* Supporting team members on all accounting issues.

**Gulf Insulation material COMPANY (Bahrani Group), Baghdad**

HR ASSISTANT *2014 - 2015*

* Certificate in "MENA HR" program.
* Providing clerical and administrative support to Human Resources executives
* Compiling and updating employee records (hard and soft copies)
* Coordinate HR projects (meetings, training, surveys etc.) and take minutes
* Deal with employee requests regarding human resources issues, rules, and regulations
* Assist our recruiters to source candidates and update our database



# Communication skills

1. Arabic – Mother Tongue
2. English – very Good
3. Turkish – Intermediate

# Additional Skills



* Work on own initiative and as part of a team
* Strong interpersonal and communication skills.
* Able to handle numerous tasks with ease
* Advanced computer skills in MS Office, accounting software and databases
* Strong financial management skills
* Knowledge of accounting procedures and best practices