

Zryan Habib

Accountant



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Cihan city, Erbil, Iraq



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WORK EXPERIENCE

Finance Manager

Abraj Nainawa

For General Contracting and Oil Services

12/2022 – Present

Erbil

Oversees overall financial activities within the head office, Acts as a focal point between HO and Plant personnel for financial issues or requests, , Plans and coordinates financial procedures and communicate it to all personnel, Ensures adherence to financial procedures and regulations at all times, Manages and supervise daily financial activities to ensure all transactions and tasks are performed in a proficient manner, Manages payment of materials and goods to ensure timely and smooth delivery to daily tasks, Responsible for the payable section of the company, overseeing payments to suppliers/creditors and coordinating with internal departments to close open expenditures, Follows up with Administrative and Procurement Departments on monthly payments, Prepare salaries for sites and solve any issue related to this matter, Defines and produce financial reports on utilization of funding to support senior management in decision making process, Performs.

Real Estate Agent

Haji Salam Real State

For consulting, intermediate and deployment.

06/2021 – 11/2021

Sulaymaniya

Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms, determine clients' needs and financials abilities to propose solutions that suit them, Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements and related matters, ensuring a fair and honest dealing, perform comparative market analysis to estimate properties' value, Display and market real property to possible buyers, Prepare necessary paperwork (contracts, leases, deeds, closing statements etc), Maintain and update listings of available properties, Develop networks and cooperate with attorneys, mortgage lenders and contractors, Promote sales through advertisements, open houses and listing services, Remain knowledgeable about real estate markets and best practices.

EDUCATION

BSc Degree in Accounting by IT

Cihan university 2016- 2017

SKILLS

Microsoft Office, Al-Ameen Accounting System., Al-Rasheed Accounting System., Zerin Accounting System, communication skills.

LANGUAGES

Kurdish

Native or Bilingual Proficiency

Arabic

Full Professional Proficiency

English

Professional Work Proficiency

TRAININGS

From 1st Aug. 2016 to 1st Sep. 2016
training as accountant at Sulaymania international airport

Accountant Officer

Nawras Group Companies

For Agricultural Products

Sulaymaniyah

04/2019 – 06/2021

Prepares asset, liability, and capital account entries by compiling and analyzing account information, Documents financial transactions by entering account information, Maintains accounting controls by preparing and recommending policies and procedures, purchasing of different food products of the company, Entering all the transactions in the database, Enter the payments in the database, Follow up and retrieval of company loans from the markets and shopping centers, send daily report to audit, Transfer money to purchase the items of the company, Placing prices on items and calculate profits and losses.

Accountant Manager

Safra company

For General Trading , Frozen Food Technology

09/2018 – 04/2019

Sulaymaniya

Purchasing of different food items of the company from outside the country, selling loads to all company brunches and calculate profit rate for each item, Entering all the transactions in the database, Selling loads to our suppliers in Kurdistan region, Enter the payments in the database, Paying advances for the staff, Preparing list of staff salary monthly, Follow up and retrieval of company loans from the markets and shopping centers.

Marketing Assistant

Safra Company

For General Trading , Frozen Food Technology

02/2018 – 08/2018

Sulaymaniya

Prepare contracts for freezers, Distribute freezers for markets, Drive for any department in the company if they need, Repair the freezers

Admin and Finance Assistant

Al- Fajr Company

For Water Treatment Services

07/2017 – 12/2017

Erbil

Prepare the documents for the projects, Prepare the list of salary for the staff monthly, Organize all data sheets for the company that deals with the government.