

Fatemeh Mirzaei

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Date of birth: 30 May 1996 | Marital status: Single | Nationality: Iranian

PROFILE

Highly motivated, trustworthy, and disciplined bookkeeper with strong ability of attention to detail. Experienced in maintaining general ledgers, analyzing financial data, and preparing financial reports through work in domestic and international companies. Committed to providing efficient financial services that support business growth.

HIGHLIGHTS

- Continuous Learning
- Analytical Thinking
- Problem Solving
- Bank Reconciliation
- Account Reconciliation
- Accounts Payable-Receivable

WORK EXPERIENCE

Jun 2023 – March 2024

Senior accountant

Seven Diamond Industries Company

www.seven-diamonds.com

Roles and responsibilities

- Controlling budget and related report monthly and seasonal
- Active participation in booking company expenses and closing monthly and annual account
- Preparing reports and reconciliation for payable and receivable accounts
- Reviewing and making sure the accuracy of accounts and procedure
- Prepared management reports

Jan 2021 – Jun 2023

Accountant

BAT Company

www.bat.com

Roles and responsibilities

- Active participation in booking company expenses and closing monthly and annual account
- Issuing Social Security Office (SSO) clearance letters
- Conducting all matters related to personnel accounting, including receipt, payment, bonus, salary and wages, settlement, deductions, payroll tax and insurance.
- Control and analysis of personnel account discrepancies and issuing relevant documents
- Identifying and booking internal and external purchase invoices based on accounting rules and company policies
- Changing and improving purchase accounting processes
- Preparing and analyzing quarterly import reports for customs account
- Investigating and correcting discrepancies and problems in documents, files, and reports. (reconcile vendors and ledgers)
- Supervising financial colleagues' work in booking documents related to customs and imports
- Preparing reports and reconciliation of certain accounts and suppliers
- Supervising all cost documents related to foreign purchase invoices

- Booking sales invoices and reports and contributing to the registration of asset purchases

Achievements

- Participated in and coordinated, effective regulatory reforms to better respond to company managers and customers
- Established and implemented appropriate regulatory controls in line with internal requirements and company needs
- Presenting digital archiving ideas and implementing them

Apr 2020 – Jan 2021

General Accountant

Maxim International Taxi Ordering Service Company

www.taximaxim.com

Roles and responsibilities

- Identifying and recording current costs and tracking and correcting invoices
- Identifying and recording rent and rental taxes
- Fixed asset control and depreciation
- Preparation of seasonal and value-added reports
- Reviewing and correcting the account and procedure of rent and tax payable
- Submitting performance statements
- Recording sales accounting records
- Controlling accounts receivable and payable
- Reporting to the Head of Accounting

Dec 2018 – Apr 2020

Treasury Supervisor

Maxim International Taxi Ordering Service Company

Roles and responsibilities

- Controlled and performed all operations related to receipt and payments of the funds account, bank, salary, checks, account control, and budget financing and preparing relevant internal reports
- Trained and oversaw the performance of two treasurers
- Planned and managed assigned affairs in the company's treasury
- Collaborated in preparing reports required by auditors and tax auditors and booking accounting records in legal books
- Carried out correspondence with other organizations
- Reported to the Head of Accounting

Accomplishments

- Established the company treasury system
- Made corrections to all current and definite accounts and procedures related to mistakes made by previous accountants
- Trained two employees in the treasury
- Learned and utilized the Russian 1C accounting systems

EDUCATION

Jan. 2016 – Aug. 2018

Bachelor's degree in Business Accounting

Shariati Technical and Vocational College, Tehran, Iran

- Project title: Investigating the factors affecting managers' behavior in earnings management

Sep. 2013 – May 2015

Associate's degree in Business Accounting

Technical and Vocational College, Qom, Iran

Sep. 2012 – May 2013

Diploma in Business Accounting

Zeinabiyeh School of Art, Tehran, Iran

TRAINING & CERTIFICATIONS

Advanced Excel, Dashboard

Business Law

Taxation Training Program

Payroll Training Program

Rahkaran Payment-Receipt Module Training Program, Rahkaran System Company

Treasury and Credit Training Program

seasonal Reports Training Program

Fighting Money Laundering Training Program

general accounting principles

PERSONAL SKILLS

Computer Skills

- Rahkaran System Accounting Software(ERP), Advanced
- ICDL, Advanced
- Excel, upper intermediate
- 1C(ERP) Accounting Software, Advanced
- Holo Accounting Software, Intermediate
- Sepidar Accounting Software, Intermediate
- AX(ERP) Accounting Software, Advanced
- Outlook, Advanced
- Xero, learning
- Quickbooks, learning