

SAYEDEH SOHEILA KARIMIVAFA

1974.08.11 - IRANIAN

PROFILE

Business, finance, and accounting has been a passion of mine for some years now and I decided to get an academic education in accounting. With more than 20 years' experience as an accountant, I am adept in budget forecasting, variance analysis, and reporting. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate organizational and communication skills.

In both my academic career and my professional development I've sought to consistently perform at an outstanding level. I intend to bring the same energy, commitment, and drive to any future challenges which life offers me. Further, I am a recognized expert in communication and communicative collaborator, my past experiences strengthened my capabilities in interpersonal and leadership, including a keen attention to detail and accuracy.

CONTACT ME

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📍 No 13, Bahar St, Baharstan Boulevard,
Kermanshah, Iran

EDUCATIONS

11.09.1993 - 1999.02.19

BACHLORE OF ACCOUNTING

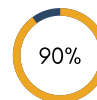
Islamic Azad University | Kermanshah, Iran

LANGUAGES

Kurdish
Native



Persian
Advanced



English
Advanced
(IELTS-TDB)



WORK EXPERIENCES

2011.04.21
UP TO PRESENT

SENIOR ACCOUNTANT (FULL-TIME)

Pars Bitumen | Kermanshah, Iran

- Managing and preparing journal entries and reconciliations to support monthly general ledger closing activities.
- Completing month-end and year-end close procedures and reconciling the bank accounts.
- Performing general ledger account reconciliations and generating update financial documents.
- Analyzing files and accounts for discrepancies and resolving variances.
- Reviewing and reconciling discrepancies in accounts and financial documentation.
- Managing daily closing, reporting and reconciliation functions.
- Collaborating with Controller and external auditors to conduct year-end close process.
- Generating and presenting monthly financial statements to senior management.
- Preparing and distributing financial statements and reports, variance reports, regulatory filings, and related schedules.
- Assessing accuracy, completeness, and integrity of corporate financial records.
- Monitoring company costs and presenting budget forecasts for each quarter.
- Performing biweekly payroll and updating employee records.

2007.11.12
2011.03.19

GENERAL ACCOUNTANT (FULL-TIME)

Lexie Staffing & Business Consulting | Quezon City, Philippines

- Investigated and resolved discrepancies in monthly bank accounts.
- Worked in close collaboration with clients, providing accounting, payroll and taxation advice.
- Audited, reviewed, and compiled financial statements for government entities.
- Gathered data and uncovered fraud, embezzlement, or liabilities during auditing procedures.
- Diminished financial discrepancies by managing budget to ensure optimum human capital and fiscal funding oversight.
- Reconciled ticket sales against transactions receipts to optimize revenue and minimize risk.
- Minimized audit risk by analyzing and reviewing deliverables.

2003.04.21
2007.09.06

DIRECTOR OF ACCOUNTING AND FINANCE (FULL-TIME)

The City of Halashi Mayor's Office | Kermanshah, Iran

- Completed month-end and year-end closings, kept records audit-ready and monitored timely recording of accounting transactions.
- Articulated growth objectives and operating plans.
- Led banking tasks, business administration and financial decision-making to ensure first-class client services.
- Maintained current and accurate cash balances for all programs, departments, and projects.
- Verified accuracy of accounting disbursements such as payroll and vendor payments.
- Set and reinforced consistent and compliant control and operational policies for accounts tracking reconciliation and reporting.
- Evaluated historical, current, and forecast data to determine opportunities for development and enhancement.
- Evaluated accounting and financial reporting systems to assess quality, identify concerns and devise enhancement strategies.
- Produced monthly and quarterly sales tax reports for each jurisdiction, prepared commissions and monitored bi-weekly payroll administration.

1999.04.19
2003.04.19

MEDICAL CENTER FINANCIAL DIRECTOR (FULL-TIME)

Bu-Ali Medical Center | Kermanshah, Iran

- Created and enforced company-wide controls regarding revenue and expenses in concerted effort to protect organization's assets.
- Evaluated budget plans and current costs to project trends and recommend updates.
- Planned and coordinated risk mitigation strategies to protect company assets.
- Reviewed applications against established parameters to determine approval, rejection, or modification requirements.
- Implemented innovative billing software for account receivable department to enhance accounting accuracy.
- Raised capital by building partnerships with investors and maintaining strong stockholder relationships.
- Led banking tasks, business administration and financial decision-making to ensure first-class client services.
- Directed work of team of 15 Nurses and doctors handling AP/AR, budgeting collections and all other accounting functions.

SKILLS & INTERESTS

SOFT SKILLS

- Communication skills
- Creative thinking
- Management Skills
- Energy & Motivation
- Positive attitude
- Dependable

HARD SKILLS

- Accounting
- Strategic Business Leader skills
- Tax law expertise
- General ledger updates
- Budget administration
- Payroll oversight

COMPUTER SKILLS

- Microsoft office
- Email Communication
- Social Medias
- Quickbooks
- netSuite
- Quicken
- Xero

INTERESTS

- Play Saatar
- Singing
- Teach Music
- Traveling

REFERENCES

Name: Mehdi Jamshidinavid

Position: CEO of Khadamate Mali Jam

Phone Number: (+98)833-727-7711

Email Address: Khadamatmalijam@gmail.com

Current employer

Name: Yousef Abdoli

Position: Supervisor City of Halashi Mayor's office

Phone Number: (+98)918-880-5224

Email Address: YAbdoli2000@yahoo.com

Account Supervisor

Name: Dr. Fariborz Hayati

Position: Clinic Financial Supervisor

Phone Number: (+98)918-134-7069

Email Address: Dr.Hayati@gmail.com