

LARA KAMARAN

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AREA

SULAYMANIYAH- SARCHINAR

AGE

06/02/2001

○ EDUCATION

**College of science cihan university-Sulaymaniyah
Bachelors' degree in medical laboratory analysis**

WORK EXPERIENCE

Hewa group company- Majidi mall main office

Accountant assistance- JUNE 2021-PRESENT

Assisting the certified accountant to help and maintain the work and expenses, having direct contact with finance manager and head office- Erbil.

key responsibility & achievement

1. sending monthly invoices via email to our client and having direct contact with them.
2. collecting rent & service from our client monthly, and making updates on client's payment.
3. Assist in preparing financial statement, supporting documentation, and providing financial data.
4. Collaborated effectively with cross-functional teams, providing financial expertise and support as needed. Worked closely with accountants and financial analysts to streamline processes, improve accuracy, and enhance overall financial performance.
5. Actively engaged in continuous professional development, staying updated with latest accounting trends, regulation and technologies

Sarchinar hospital

Currently volunteering one day a week in the laboratory of sarchinar hospital as lab technician to gain experience.

Doing my graduation research in

- 1- Asia hospital
- 2- Shorsh military hospital
- 3- Harem Hospital

2358 the Korean store

Sales women

I was employed for about four months, it was a good experience for my first time working, it was our responsibility to keep everything in line and take care of the customers.

Woodlike perfume company

Promoter

For about three months I was working with this company as a promoter in the Majidi hypermarket. The company was new at the time and my responsibility was introducing its product, gaining customers and selling them.

LANGUAGE

- 1- Kurdish
- 2- English
- 3- Arabic

Skills

- 1- Data entry
- 2- Microsoft word
- 3- Microsoft outlook
- 4- Excel
- 5- Customer service
- 6- Translation from English to Kurdish and vice versa