

**Fatemeh Dadkhah**

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**Summary** - A task focused, fast learner and experienced accountant with great attention to details. An enthusiastic individual seeking a bookkeeping or accountant position within industry.

**Area of Proficiency**

- 10+ years of experience in financial accounting and bookkeeping .
- Bachelor's degree in accounting.
- Experience with full-cycle bookkeeping.
- Self motivated, strong attention to detail, and ability to work independently.
- Proficient with use of QuickBooks online and QuickBooks desktop.
- Excellent communication and client management skills.
- Proficient in Microsoft Office (MS Word, MS Outlook and MS Excel).

**Professional Experience****Senior Accountant**

*Saman Enerji Niroo Co. , Iran*

Jan 2019 – Feb 2023

- Collected and reported financial statements according to specific deadlines.
- Processed and calculated payroll for internal employees.
- Prepared monthly financial reports that includes inventory, sales , income ,expenses ,account receivable ,accounts payable, and variance analysis.
- Maintained company's books including transactions, bank statements, and other reports.
- Took full ownership of our internal accounting and bookkeeping processes with no supervision.
- Performed direct internal audits to ensure compliance.
- Provided technical support and advice to the management.
- Assembled information for the year end work.
- Set up new accounts, reconciled accounts and closed the monthly books.
- Provided external auditors with assistance by gathering necessary account information and documents to perform annual review.

**Accountant**

*Kimia Chodan Co. , Iran*

Jan 2014- Dec 2018

- Journalized and processed all payment receipts.
- Created invoices and collected overdue accounts.
- Processed and calculated payroll for our employee.
- Maintained and updated records by performing duties such as recording and posting transactions in journals.
- Coordinated with software vendors to maintain accounting software systems and recommended updates to enhance the accounting software.

## **Education**

### **Bachelor of accounting**

PNU Golpayegan University , Iran

Sep 1999- Aug 2003