# *Nergiz Tawfeeq Hasan*

## Personal Information:

#### Place & DOB: Erbil - 24-Aug-1990

#### Gender: Female

**Nationality:** Iraqi Marital Status: Married

**Address Home:** Empire Wing W5, Erbil, Iraq

**Cell phone:** +964 750 101 0011

**Email:** nergiz.nanakali@gmail.com

**Education & Achievements**

* B. Sc in Accountancy, University of Polytechnic, Erbil, Iraq, in Accounting and Finance from Technical College of Erbil, Department of Accountancy, / 2007-2011.
* 2017- 2018 M.Sc. in Accounting and Finance, University of Polytechnic, Erbil, Iraq.

**Language Skills;**

Kurdish Native Speaker

Arabic Good

English Good

## Computer Skills;

* Ms. Officer (Word, Excel & Power point)
* Accounting Software’s: Quick Book Accountancy System………etc.

## Professional Membership:

* Member at Syndicate of Accountancy & Auditors, Iraq-2012 - No; 3363;

## Training & Workshops;

* IAS, IFRS, held by Syndicate of Accountancy & Auditors for two month, Erbil-Iraq, 2013.
* Quick Books, held by Accountancy Company, for one week, Erbil-Iraq, 2014;
* English Language, held by Cambridge Center for 10 weeks in Level 4, Erbil-Iraq, 2014
* Pedagogy course.

 **Employment History- University of Polytechnic –Erbil - Administration Technical College**

* Assistant Accountant from March 2012 to October 2017.
* Assistant Lecturer from March 2021 up to date.

**Summary of responsibilities**

**Duties an d Responsibilities**

* Analyze financial information (e.g. revenues, expenditures and cash management) to ensure all operations are within budget;
* Review the company’s budget for compliance with legal regulations and ensure department managers meet budget submission deadlines and suggest spending improvements that increase profits;
* Monitor the day-to-day financial operations within the company, such as operation expenses, invoicing, and other transactions;
* Oversee financial department employees, including financial assistants and accountants;
* Contract outside services for tax preparation, auditing, banking, investments, and other financial needs as necessary;
* Track the company's financial status and performance to identify areas for potential improvement;
* Seek out methods for minimizing financial risk to the company;
* Research and analyze financial reports and market trends;
* Provide insightful information and expectations to senior executives to aid in long-term and short-term decision making;
* Review financial data and prepare monthly and annual reports;
* Present financial reports to board members, stakeholders, executives, and clients in formal meetings;
* Stay up to date with technological advances and accounting software to be used for financial purposes;
* Establish and maintain financial policies and procedures for the company;
* Understand and adhere to financial regulations and legislation.