

Mahdieh Roodani Nejad

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ABOUT ME

I am an assistant accountant with three years of experience in educational organization and trading company, with a bachelor's degree in Industrial Management.

WORK EXPERIENCE

- Accounting Assistant - Cashier

Bathspa University (Future Education World FZ L.L.C) [15/12/2021 – Current] – RAK – UAE - (Sector: Education)

- Accounting Assistant - Cashier

Future Training Service Center (FTSC) [15/12/2021 – Current] – Ajman – UAE - (Sector: Education)

- Accounting Assistant - Cashier

PPA Business School [15/12/2021 – Current] – Ajman – UAE - (Sector: Education)

- Account receivable
- Bank reconciliation
- Posting journal entries
- Daily collection (cash, cheque, Credit/Debit Card, Online transactions, Bank transfers)
- Daily collection report
- Data Entry
- Account receivables follow up

- Assistant Accountant – Cashier

Al Faraji Oil & Diesel Trading & Distn. Co L.L.C [01/07/2020 – 01/06/2021] – Ajman – UAE (Sector: Trading)

- Receive customer payments
- Managing customers and vendors' payments CDC, PDC, and Cash
- Managing main cash and petty cash and cheques transactions
- Posting all transactions, including all cheques, Debit and Credit Cards and Cash Operations

- Assistant accountant - Property Coordinator - Cashier

Qudrat Building Properties [01/07/2020 – 01/06/2021] – Ajman - UAE

- Handling accounts through Quickbooks desktop
- Account receivable, account payable
- Bank reconciliation
- Data entry
- Following up with tenants for cheques
- Familiar with the Tasdeeq website (for attesting tenancy contracts in Ajman Municipality)
- Monitoring & following up on tenant's contract expiry, contract renewal, collecting and depositing cheques
- Function as day-to-day contact with watchman, tenant, electrician
- Deals with customer inquiries for any available rental properties (flats, shops, sheds, showrooms & offices)
- Safekeeping, organizing, filling, and scanning documents
- Advertising in Dubizzle & Bayut for renting properties

- **Silver jeweler**

Taheri Jewelry workshop [01/08/2018 – 01/01/2019] - Iran

- Casting silver jewelry, grinding the raw pieces, shaping and polishing the silver rings, necklaces, pendants, etc.
- Set any stones that were needed.
- Taught the new employees how to properly solder, join, rivet, and shape the jewelry.
- Plating jewelry with platinum and gold.

- **School Coordinator**

Iranian Private School [01/10/2013 – 01/10/2014] – Sharjah – UAE

- **Librarian**

Iranian Private School [01/09/2011 – 01/10/2013] – Abu Dhabi - UAE

EDUCATION AND TRAINING

Bachelors in Industrial Management - Gonabad University – Iran

High School - Iranian private school majored in science – Abu Dhabi - UAE

LANGUAGE SKILLS

Mother tongue(s): **Persian**

Other language(s): **English - Intermediate** | **Arabic - Intermediate** | **Urdu - Intermediate**

PUBLICATIONS

Presentation a Paper Research in Management & Accounting Conference: Designing the evaluation template of the European Foundation for Quality Management (EFQM) model in Excel using Proforma approach and radar logic; Case study: Gonabad University - 2018

CERTIFICATIONS

- **ICDL Professional Certificate – 2009**
- **Quality Management Principles & ISO 9001:2015 Course Certificate – 2017**
- **Statistical Package for Social Science (SPSS) Certificate - 2017**

SKILLS

Accounting Skills

- QuickBooks Online
- QuickBooks Desktop
- Bank reconciliation
- Accounts Receivable
- Great attention to details

Organizational skills

- Self-management & Self- Motivation
- Time management
- Team-work Oriented
- Decision-making