



00964-770-252-3289



[Rafala.jasim@gmail.com](mailto:Rafala.jasim@gmail.com)



Baghdad, Dora, Abu Tayara St.



1991, May 17



Arabic, English

## EDUCATION

BCS Software Engineering  
Al-Mansour University College  
2013-2014



## Portfolio




# Rafal Ali Jasim

## SUMMARY STATEMENT

Dedicated and experienced Financial Auditor with a successful track record spanning five years. Proficient in conducting comprehensive financial assessments, ensuring compliance with industry regulations, and identifying areas for improvement. Possess strong analytical skills, attention to detail, and a commitment to delivering accurate and insightful audit reports. Proven ability to collaborate with cross-functional teams and communicate effectively with stakeholders. Seeking opportunities to contribute my expertise and drive operational excellence in a dynamic professional environment

## EXPERIENCE

Internal Financial Auditor/ Al Hayat Scientific Office **AstraZeneca**   
*Baghdad / 2021 June - 2024 July*

### . Financial Audit:

- Review financial statements, accounting records, and supporting documentation for accuracy and compliance.
- Assess internal controls related to financial reporting and recommend improvements.
- Identify and investigate irregularities or discrepancies in financial transactions.

### . Operational Audit:

- Evaluate operational processes for efficiency, effectiveness, and compliance with policies.
- Identify opportunities for process improvement and recommend enhancements to internal controls.

### . Reporting:

- Prepare clear and concise audit reports communicating findings, recommendations, and action plans to management.
- Follow up on the implementation of audit recommendations and verify corrective actions.

### . Cross-functional Collaboration:

- Collaborate with other departments to understand processes and identify areas of mutual concern or improvement.
- Provide guidance and training to employees on financial control procedures and compliance matters.

## SKILLS

### Microsoft Office Proficiency:

- Demonstrated advanced skills in Microsoft Office suite, including Word, Excel, and PowerPoint.
- Utilized these tools for document creation, data analysis, and professional presentations.

### Print and Scan Management:

- Managed printing and scanning operations, ensuring efficient document handling and distribution.
- Implemented organized systems for printing, scanning, and archiving essential materials.

### Email Communication:

- Effectively utilized email platforms for seamless communication within the office.
- Demonstrated proficiency in drafting, sending, and managing emails, ensuring clear and timely correspondence.

### Archiving and Record-keeping:

- Implemented robust archiving systems for maintaining organized and easily retrievable records.
- Ensured compliance with record-keeping standards and facilitated quick access to historical data.

### Communication Skills:

- Employed strong communication skills to facilitate smooth information flow within the office.
- Collaborated with colleagues and superiors to ensure effective internal and external communication.

Business Administrator/ Al Maraj International Company

Baghdad / 2016 May - 2021

### • Account Auditing:

- Verify the accuracy of financial transactions and ensure compliance with accounting standards and financial regulations.
- Organize and conduct periodic audits of accounting records.
- Provide necessary reports to management.

### • Financial Transfers Management:

- Monitor the progress of financial transactions with precision and efficiency.
- Organize and execute transfer operations, ensuring compliance with company policies and financial regulations.
- Keep track of exchange rate updates and financial information.

### • Customer Communication:

- Address customer inquiries and provide information about financial transfer services.
- Resolve issues that may arise during transfer operations.
- Establish effective and friendly communication with customers to ensure satisfaction and build trust-based relationships.

### • Continuous Updating:

- Stay informed about developments in the currency exchange market and financial information.
- Ensure compliance with current policies and financial regulations.

### • Collaboration with Colleagues:

- Work within a team to ensure the smooth flow of financial transfer operations.
- Communicate effectively and collaborate to overcome challenges during high-demand periods.

### • Service Enhancement:

- Strive to provide exceptional customer service.
- Offer clear information about financial transfers and guide customers in making informed decisions.

# Certificates

---

**CISCO - routing protocols and concepts/** Baghdad - Al-Mansour University College  
<https://rafal-portfolio.netlify.app/img/portfolio/CCNA%20RAFAL.jpg>

<https://rafal-portfolio.netlify.app/img/portfolio/ROUTING.jpg>

---

**CISCO - network foundation/** Baghdad - Al-Mansour University College  
<https://rafal-portfolio.netlify.app/img/portfolio/NETWORK%20FOUNDATION.jpg>

---

**Optimal Academy - communication skills and accounts receivable management**  
Turkey - Al Hayat Scientific Office  
<https://rafal-portfolio.netlify.app/IMG/portfolio/OPTIMAL%20ACADEMY.jpg>

---

**Optimal Academy – Intelligence in customer service and effective communication between departments and employees**  
Lebanon- Al Hayat Scientific Office  
<https://rafal-portfolio.netlify.app/IMG/portfolio/OPTIMALLABANON.jpg>

---

**Iraq Space Center- customer care and audit skills**  
Baghdad- Al Hayat Scientific Office  
<https://rafal-portfolio.netlify.app/IMG/portfolio/AUDIT.jpg>

---

For more details, I would be delighted if you could visit my portfolio.  
You'll find additional information there.

[rafal-portfolio.netlify.app/](https://rafal-portfolio.netlify.app/)

---



مكتب الحياة العلمي

Al-HAYAT Scientific Office

Ref: ٥٦-٢٤-١٧٦٢

Date: ٠٤-٠٨-٢٠٢٤

To Whom It May Concern,

I am writing to recommend Rafal Ali Jassem, who has served as an Audit Officer at Al Hayat Scientific Office from May 30, 2021, to July 31, 2024. During her tenure with us, Rafal demonstrated exceptional professionalism, dedication, and expertise in her role.

Rafal's contributions have been invaluable to our audit department. Her meticulous attention to detail, strong analytical skills, and ability to work under pressure ensured that our auditing processes were efficient and accurate. She consistently met deadlines and exceeded our expectations in terms of quality and reliability. Her ability to identify potential issues and provide practical solutions greatly enhanced our operational effectiveness.

Beyond her technical skills, Rafal has exhibited excellent interpersonal abilities. She worked well with her colleagues and maintained positive relationships across departments. Her communication skills allowed her to convey complex information clearly and effectively, ensuring that all stakeholders were well-informed.

Rafal is a proactive and dedicated professional who approaches her work with integrity and enthusiasm. Her commitment to continuous improvement and her drive to achieve excellence make her an asset to any team.

For further information, please feel free to contact

- Mr. Ahmed Harith, Deputy Manager, at Ahmed.harith@alhayatso.com
- Mr. Ali Sabbagh, HR Manager, at Aly.hassan@alhayatso.com.

I am confident that Rafal will bring the same level of dedication and success to her future endeavors. We wish her all the best in her next role.

Al Hayat Scientific Office



*[Handwritten signature]*



No: 3975  
Date: 14-10-2014

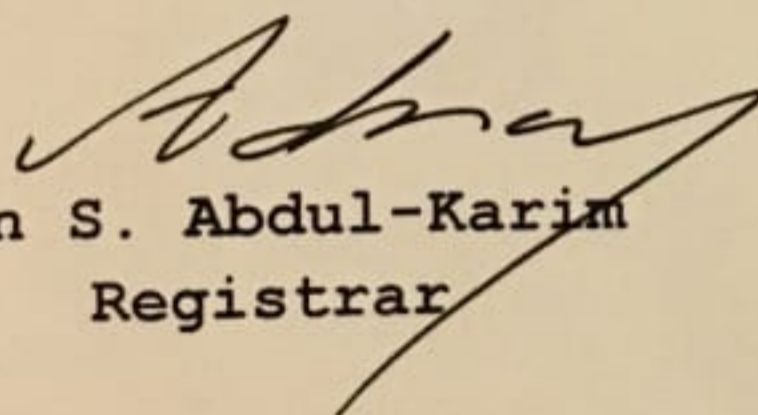


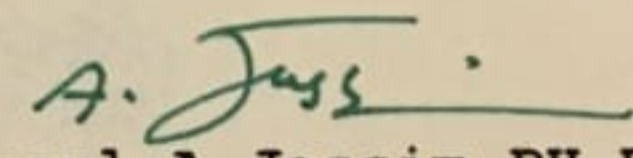
To\Whom it may Concern

Subject\Graduation Certificate

We hereby certify that RAFAL ALI JASIM whose  
photograph is affixed above, is a graduate of this college,  
Department of Software Engineering. She was awarded B.Sc.  
Degree in Software Engineering on July 2014 with Graduation  
Average (60.64) .

Best Regards

  
Adnan S. Abdul-Karim  
Registrar

  
Abdul Rasul A. Jassim, PH.D. (Prof)  
Dean



Mansour  
University College  
No. ....  
Date. 30 / 10 / 2014  
We hereby Certify that  
The Contents are Correct  
The Dean

A. Mansour



فلاح حسن صنيبري  
05.11.2014

