Europass Curriculum Vitae



Personal information

First name(s) / Surname(s)	**Neda Larabi**
Address(es)	No 27,Shahid Aghmiuni St, Narmak St, Tehran
Telephone(s)	00989102336015
E-mail	neda.larabi2024@gmail.com
Nationality	Iranian
Date of birth	26/04/1987

How did you find out about this Degree Programme?

Social media

Work experience

Dates	2013-upto now
Occupation or position held	Senior Accountant
Main activities and responsibilities	responsible for maintaining financial records, preparing financial statements, analysing financial data, ensuring compliance with regulations, managing accounts payable and receivable, assisting with budgeting and forecasting, and providing financial analysis and support for decision-making. They also handle tax filings, reconcile bank statements, and collaborate with external auditors.
Name and address of employer	Shamshak Municipality, Darbandsar
Type of business or sector	Public

Further Work experience

Dates	2009-2010
Occupation or position held	Accountant
Main activities and responsibilities	developing and implementing internal controls to protect the organization's assets, as well as providing financial insights and recommendations to management. ensuring accuracy and timeliness in financial reporting and may also be involved in other financial tasks as needed by the organization.
Name and address of employer	Kourosh Tel Co.
Type of business or sector	Private

Further Work experience

Dates	2007-2009
Occupation or position held	Accountant
Main activities and responsibilities	responsible for monitoring and managing cash flow, conducting financial audits, and providing financial information for stakeholders, such as investors and creditors. involved in financial planning and analysis, cost management, and providing support for strategic decision-making within the organization. Additionally, responsible for staying up to date with changes in financial regulations and standards and ensuring that the organization remains compliant.
Name and address of employer	Aria Radan Co.
Type of business or sector	Private

Education

Dates	2011-2013
Title of qualification awarded	Bachelor
Principal subjects/occupational skills covered	Accounting
Name and type of institution providing education and training	Islamic Azad University

Further Education if applicable

Dates	2005-2008
Title of qualification awarded	Associate degree
Principal subjects/occupational skills covered	Accounting
Name and type of institution providing education and training	Islamic Azad University

Personal skills and competences

Mother tongue(s)	Persian
English language	B2 level toefl 97 English language B2 level of the Council of Europe **Common European Framework of Reference for Languages**
Technical skills and competences	Complete mastery of financial affairs and accounting, daily financial reports, registration of official invoices, completion of financial statements and Writing legal books (newspaper and general) proficient in accounting software (Holoo/Sapidar/Shaygan/Mohaseban)
Computer skills and competences	knowledge of Microsoft Excel, familiarity with database management systems, ability to use financial modeling and forecasting software, proficiency in electronic payment systems and online banking platforms, familiarity with tax preparation software, understanding of cybersecurity measures, and ability to troubleshoot technical issues related to financial software and systems.
Degrees, certificates, honours	International Conference on Management and Accounting - Number (serial) 1401/302 Accounting technical and professional courses (2007-2009)

The personal data collected will be treated in accordance with the principles and provisions of Legislative Decree no. 196/2003 regarding the protection of confidentiality and then only for the purpose of managing the competition procedure.

Date,

1/1/2024

Signature (handwritten)

Neda Larabi