



# YALDA SALEHI



Dubai, UAE



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[LinkedIn Profile](#)

## OBJECTIVE

Dedicated and results-driven IT Specialist & Accountant with over 20 years of combined experience in IT systems management, networking, server administration, and business accounting. Adept at optimizing IT infrastructure, supporting digital transformation, and ensuring financial accuracy in fast-paced environments. Recognized for strong problem-solving, communication, and organizational skills with a proven ability to work across diverse teams in both academic and commercial sectors.

## WORK EXPERIENCES

### Accountant

Mohammad Amin & Maryam Trading Co. LLC – Dubai, UAE

2024 – Present

- Manage day-to-day accounting operations, including invoicing, reconciliation, and financial reporting.
- Utilize Tally and other accounting tools to maintain accurate bookkeeping, payroll, and compliance with UAE regulations.
- Collaborate with management to prepare budgets, analyze cost structures, and identify opportunities for efficiency.
- Provide IT support to ensure the smooth functioning of accounting software and secure data storage.

### Network & Computer Technician / Manager & Server Administrator

University of Tehran – Tehran, Iran

1999 – 2024

- Oversaw the management of the university's IT infrastructure, ensuring continuous uptime of servers, networks, and data centres.
- Implemented and maintained computer networks, LAN/WAN connectivity, and cybersecurity protocols for staff and students.
- Designed, installed, and managed server systems, including troubleshooting and performance optimization.
- Supervised a team of technicians, provided training, and developed IT documentation for efficient operations.
- Coordinated with academic and administrative departments to improve digital resources and system reliability.
- Played a key role in upgrading legacy systems, introducing modern IT solutions, and improving data security standards.

## EDUCATION

### University of Tehran, Iran

- Bachelor of Science in Electronics Engineering- 1997

## SPECIALIZED SKILLS

- Accounting & Finance: Tally, Bookkeeping, Budgeting, Payroll, Financial Reporting
- IT & Networking: Server Administration, System Troubleshooting, Computer Networking, Data Security, Microsoft Windows
- Software Proficiency: Microsoft Office (Word, Excel, PowerPoint), Accounting & ERP Systems
- Professional Skills: Communication, Problem-Solving, Time Management, Documentation, Marketing Support
- Microsoft Office (Word, Excel, Power Point)
- Microsoft Windows

## GENERAL SKILLS

- Time management
- Communication skills
- Problem-Solving
- Documentation
- Marketing

## LANGUAGE

English: Advanced

Persian: Native