

## **Anujin Sukhbat**

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### **EDUCATION**

**University of Finance and Economics**, Class of 2018

Ulaanbaatar, Mongolia

*Bachelor of Business Administration in Accounting*

- Related courses: Principles of Business Statics, Financial Statement Analysis, Advanced Financial Accounting

### **PROFESSIONAL EXPERIENCE**

#### **Accounting Intern**

“Trans Asian Road” *Ulaanbaatar, Mongolia*

*November 2021 - May 2022*

- Filed payroll tax and sales tax for over 50 customers each month.
- Prepared month-end balance sheet reconciliations, including but not limited to recording transactions, creating reports, tracking income, and checking expense figures for accuracy and legitimacy.
- Reviewed and analyzed preliminary financial statements and month-end reports with 100% accuracy.
- Developed Excel templates for all required journal entries, reducing the closing time by an average of 2 days.

#### **Accounting Assistant**

“Dashvaanjil” *Ulaanbaatar, Mongolia*

*June 2021 - September 2021*

- Processed more than 500 invoices per month for a large-scale organization.
- Reviewed, prepared, and issued bills and invoices from 40+ clients.
- Performed monthly closing for three entities and managed 30+ accounts payable accounts.
- Organized financial data for audits, saving 26 hours of manual data collection monthly.

#### **Accounting Intern**

“Modern Smart Construction” *Ulaanbaatar, Mongolia*

*January 2019 - June 2019*

- Reviewed and analyzed operating budgets every four weeks.
- Assisted with incoming earnings and outgoing payments.
- Organized files, records, cash, and cash equivalents to comply with policy and procedure.

### **LEADERSHIP & ACTIVITIES**

**Undergraduate Women in Business Mongolia club** *Principal member*

*September 2020 - June 2022*

- Led a team in organizing three events involving 25 people per event while at this club. Invited those conducting business industries to share their knowledge with young women seeking their undergraduate major at their universities.
- During the pandemic, carried out particular activities. Shared our opinions with others by reading books about any financial or business online. Divided the members into the team and wrote a project about what they wanted to improve in the future.