

## Sabrina Gulmatova

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### EXPERIENCE

**Recite Me NA LLC**, Reston, Virginia

April 2023 – Present

*Office Administrator*

- Facilitate recruitment and onboarding processes, ensuring documentation and compliance with company policies and procedures
- Execute and streamline process for all activities for the entire recruiting cycle, including sourcing, interviewing, making offers, etc. for approximately 5 applicants per week resulting in 10 full-time hires per year
- Create and manage Jira tickets for the IT team for each new hire to generate access for all company portals
- Collaborate with the management team to develop, review, and update team documentation, handbooks, and policies
- Support the management team in monthly expense and payroll reporting, providing accurate and timely data analysis
- Coordinate and process expenses, commissions, bonuses and bi-weekly payroll
- Educate employees and resolve issues pertaining to HR policies and procedures and health and wellness benefits
- Develop and maintain professional relationships with clients while ensuring all accounting requirements are met (e.g., W-2's, tax filings, and vendor portal registrations)
- Manage accounts, raise invoices, and serve as the main point of contact for all client invoice changes and accounts receivable inquiries

**Bravent Systems Inc.**, Tysons, Virginia

January 2022 – March 2023

*Executive Administrative Assistant*

- Managed end-to-end recruitment process, including scheduling interviews, conducting background checks, and coordinating onboarding
- Partnered with hiring managers to define requisition requirements and developed sourcing strategies targeting local, high-performing tech candidates
- Performed bookkeeping tasks, including managing invoices and conducting regular invoice reconciliation
- Managed employee semi-monthly timesheet submission timeliness and imported timesheets into the general ledger once all timesheets were received for a pay period
- Administered and processed the payroll system, ensuring timely payments and maintaining accurate records
- Created and maintained filing systems for efficient record keeping
- Managed the company's retirement plan (401K) payments, ensuring compliance with legal requirements
- Generated and maintained offer letters for new employees in a timely and accurate manner
- Developed and maintained reports to support data-driven decision making
- Responded promptly and professionally to internal inquiries related to finance, HR, and administrative functions

**4stay Inc.**, McLean, Virginia

November 2020 – December 2021

*Administrative Assistant*

- Streamlined daily operations by efficiently scheduling and coordinating meetings, appointments, and procedures to ensure compliance and maximize productivity
- Provided comprehensive administrative support to HR leadership and staff, managing various duties and ensuring smooth operations
- Led employee engagement initiatives and organized company-wide events, in addition to coordinating and planning employee training.
- Processed and verified over 50 new client applications weekly with exceptional attention to detail, ensuring accuracy and completeness of all documentation

- Meticulously reviewed incoming paperwork, routing documents to appropriate departments and maintaining organized filing systems to support efficient record-keeping
- Handled daily bookkeeping tasks, including but not limited to accounts payable and receivable, expense reporting, preparation of financial reports
- Managed and processed company bills and payroll, maintained employee records and benefit administration management
- Developed plans for sourcing appropriate candidates, conducting the interview process, and extending offer to selected candidates while maintaining a low cost per hire

**Syntax Technologies**, Chantilly, Virginia  
*Administrative Assistant*

August 2019 – October 2020

- Trained and mentored 4 assistants during a period of company expansion, providing on-going coaching for company policies and procedures
- Provided ongoing administrative support to senior executives, driving organizational success through the management of daily operations and special projects
- Managed and kept customer contact details up to date using CRM systems
- Processed admission and financial documents for local and international students
- Processed tuition and other payments for over 100 students using QuickBooks payment system
- Contributed to continuous improvement initiatives, improving process efficiency to realize cost savings
- Managed recruitment and candidate inquiries throughout all stages of the screening, interviewing, and placement process
- Established and maintained a positive working environment, building strategic partnerships and collaborating with staff members, colleagues, and department leaders

## **EDUCATION**

**University of the Potomac**, Washington, DC  
*MS in Geospatial Information Technology*

2024- Present

- UOTP International Scholarship Recipient
- Alumni Scholarship Recipient

**University of the Potomac**, Washington, DC  
*MBA with a concentration in Information Technology Management, GPA 4.0/4.0*

2023- 2024

- UOTP International Scholarship Recipient
- Alumni Scholarship Recipient

**University of the Potomac**, Washington, DC  
*MBA with a concentration in Human Resource Management, GPA 4.0/4.0*

2019-2021

- Distinguished Diploma recipient with a GPA of 4.0/4.0
- UOTP International Scholarship Recipient
- Eduzone International Scholarship Recipient

**Institute of Economy and Trade of Tajik State University of Commerce**, Khujand, Tajikistan  
 2018  
*Bachelor's in Economics, GPA 3.7/4.0*

2014-

- Diploma with Honors in Economics

#### **TECHNICAL SKILLS:**

- Proficient in Microsoft Office Suite, Google Docs, Slack, Discord, Teams, Slack, Intuit QuickBooks, Paychex Flex, Zoho and Hubspot CRM
- Experienced in Manual Testing, Java, Selenium, Cucumber, JUnit, TestNG, SQL, Rest API, Postman, Jira, Git/GitHub, and Jenkins

#### **SOFT SKILLS:**

- Detail Oriented, Punctual, Organized, Initiative, Quick learner, Multitasker, Excellent Communication skills, and Tech-savvy
- Teamwork and collaboration, Recruitment, Onboarding, Time Management, Organizational Skills, and Problem solving

#### **LANGUAGE SKILLS:**

- Bilingual in Tajik and Russian
- Proficient in Farsi and English