**Galina Anufrieva, Accounting**

737 SW 17th Avenue #406

Portland, OR 97205

(503)-729-7156; galina0322@gmail.com

**QUALIFICATIONS**

* 17 years of increasing experience as an Accountant and Accounting Manager.
* Proficient with Microsoft Office and QuickBooks
* Analytic, efficient, effective, creative, responsible and able to multitask, quick learner.
* Bilingual in English and Russian.

**EXPERIENCE**

**Full charge accountant, Trackers Earth, Portland 01/2013 to present**

* Full accounting cycle including preparation of the financial statements (end-closing)
* A/P, A/R, GL, reconciling monthly bank statements, operation with the branch.

**Accounting clerk (internship), SE Works, Portland OR 12/2012 to 01/2013**

* Assist with full accounting cycle: A/P, A/R, account reconciling, Payroll
* Software -Sage Accpac ERP, ADP

**Volunteer, Gateway Center (City of Portland), Portland, OR 09/2012 to 12/2012**

* Clerical support, manage databases, Microsoft Office.

**Accounting Manager**, **CementTradingCorporation, Novosibirsk, Russia 04/2003 to 05/2010**

(manufacturing and sale )

* Performed managerial accounting duties and supervised the entire accounting process of the company.
* Responsible for daily banking operations, A/R,GL
* Vendor relationships-Accounts payable
* Oversaw monthly/quarterly/yearly end-closing statements.
* Managed all accounting software.

**Accounting Manager, FlexoServis Corporation, Novosibirsk, Russia 10/1999- 03/2003**

* Managed accounting staff of 11 employees.
* Responsible for all operations of accounting department, A/R, A/P, GL
* Supervised banking operations, negotiated loans, managed fixed assets.
* Prepared taxreporting and balance sheets, responsible for all accounting software.

**Accountant, Auto-1 Corporation**, **Novosibirsk, Russia 11/1996- 09/1999**

* Managed A/R, A/P, performed banking operations.
* Balanced monthly payroll for 98 employees and managed accounting tax records and balance sheets.
* Supervised monthly/quarterly/year closing statements.

**EDUCATION**

**Master of Science degree in Accounting,**

**Bachelor’s degree in Business Administration**

**Siberian State Transport University, Novosibirsk, Russia, June 2006**

**(Evaluated by Educational Credential Evaluators, USA)**

**Certificate in Accounting June 2012**

**Portland Community College, Portland, OR**