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A.Reza Esmailzadeh
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(617)

Education:

- Quincy College, Quincy, MA Jan 2011-
Dec 2012
Accounting Associate (A.S.)
GPA: 3.47 / 4.0 – Cum Lauda
- Arak University, Arak, Iran 1995
- 1999
Bachelor of Science (B.S.) in Chemical Engineering

Professional Experience:

- Quincy medical center (QMC) –Health & research Dep. Sep
2012 – Dec 2012

Assistant Manager as an Intern

- Collect and statistically analyzing health information and data in south shore area ,and also create the community health needs assessment based on:

- Access to health of the community
- Realty check and evaluation plan
- Integrate into the regional health plan

- Modaressan Sharif Academic Institute, Tehran, Iran
2003 – 2009

Financial Manager

- Planned, organized, analysis, financial and administrative control.
- Assisted with accounts receivable and payable and completed expense reports.
- Compiled, entered, and posted monthly adjusting journal entries.
- Assisted with payroll monthly journal entries and reconciled monthly reports.
- Tehran Industrial company - Tehran, Iran
2000 – 2003

Internal Manager

- Managed all aspects of a competitive business, including: client service, sales ,accounting, Hiring, training .
- Performed internal audits of accounts payable, payroll distribution, fixed assets, and cash.

Activities

- Experience in financial analysis, managerial, and budget evaluation.
- Experience in staff Management and distribution financial of resources.
- Ability to work with MS Word, Excel, Access, PowerPoint, and also significant experience with using and performing academic software.
- Languages: English and Persian (Farsi).
- Achieved an academic scholarship (award) for Fall 2012 (\$500).