

SUMMARY

A hardworking, highly motivated, results-driven individual who is eager to learn more about real estate industry and build upon her skill set. Detail-oriented professional with high degree of attention to accuracy. Skilled at property management, recordkeeping and multitasking.

SKILLS

- MS Word/Excel/Outlook
- Sage 300
- Rise
- Research and analyze
- Record-keeping and Documentation
- Teamwork
- Problem solving
- Fast Learner
- Attention to detail
- Adaptable to new situations
- High stress tolerance
- Follow instruction

EXPERIENCE

ACCOUNTING ANALYST | 01/2020 to Current Gilic Developments - Vancouver, BC

- Prepared payroll summary updating semi-monthly and on ad-hoc basis
- Sorted, coded, processed vendor invoices for property management department with supporting documents
- Performed bookkeeping duties (including AP & AR), bank reconciliations for residential properties and side projects
- Created and analyzed monthly, quarterly, and annual reports for expenses of residential properties and side projects, ensured financial information has been recorded accurately
- Prepared inventory cost and budget report, perform reconciliation of inventory accounts for side projects
- Assist with year end procedures and GST return
- Managed the owner's personal bank account and creating monthly expense reports
- Assisted Property Management department with monthly AR reports and annual operational budget reports

EXECUTIVE ASSISTANT | 04/2019 to 01/2020 Imran Ali Personal Real Estate Corp - Vancouver, BC

- Allocated executive tasks and managed complex calendars and administrative functions
- Assisted agents to draft contract and other listing paperwork
- Liaised between clients, agents and the contractor
- Managed external contacts for agents and kept track of periodic communication needed for priority contacts
- Developed and updated spreadsheets and databases to track, analyze and report on project budget, project progress and sales data
- Responded to emails and other correspondence to facilitate communication and enhanced business processes
- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels
- Contributed to smooth business operations by planning and organizing meetings and conferences

CUSTOMER SERVICE REPRESENTATIVE | 06/2018 to 04/2019
Everforex Financial Corp - Richmond, BC

- Assisted customers with currency exchange, setting up or closing accounts, wire transfer request and associated advising
- Provided primary customer support in fast-paced environment
- Organized and maintained clients' files and daily transactions in database system
- Consulted with customers to determine best methods to resolve service and transaction issues
- Coordinated with internal team members for operative functions

**EDUCATION AND
TRAINING**

Simon Fraser University - Burnaby
Bachelor of Science
Applied Mathematics

LANGUAGES

English:



Professional

Chinese (Mandarin):



Native/ Bilingual