

EHSAN RAVI

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SUMMARY

Disciplined and dynamic payroll specialist with six years of experience in accounting and office management. strong administrative skills

Technical Skills

Payroll: ADP RUN, ADP Workforce, Personnel and Human Resources, Time and Attendance

Accounting: QuickBooks, Payroll Reporting, AR/AP, Data Analyst, PPP Forgiveness Application

Computer: Microsoft Office, HTML, CSS, JavaScript, MySQL

Office Management: Time Management, Customer and Personnel Services, Marketing

Relevant Experience

Bookkeeper & Payroll Specialist	2019 – Current
Mandani Management LLC	Atlanta, GA

Bookkeeper & Payroll Specialist	2016 – Current
Wish Wash LLC	Atlanta, GA

Office Manager	2013 – 2016
E-Recycle USA	Tucker, GA

Education

Web Developer Certificate: Georgia Tec Coding Bootcamp, Atlanta, GA

Java Programmer Certificate: Piedmont Technical College, Clarkston, GA

Computer Science: Azad University Mobarakeh, Isfahan, Iran