**Makhfuza Islomova**

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**Profile**

**Accounting Specialist | Payroll Assistant | AR/AP | GAAP**

*Multilingual accounting and payroll assistant proficient in financial and business accounting*

**Education**

**Community College of Allegheny County,** Pittsburgh, PA 2018

**Associate of Science Degree, Accounting Specialist**

**Areas of Coursework Focus:**

Financial Accounting | Managerial Accounting | Accounting Applications | Payroll & Tax

**State Conservatory of Uzbekistan,** Tashkent, UZ

Master’s Degree, Music

Bachelor’s Degree, Music

**Skills**

Microsoft Word | Microsoft Excel | AR/AP | GAAP | Current PA Act 33/34 Clearances |

Russian (native) | Uzbek (native) | English (fluent)

**Experience**

**Bright Star**, Mt Lebanon, PA 2016 – Present

**Home Health Aide**

* Responsible for providing prompt and courteous in-home service contributing to maximum client satisfaction, repeat business and referrals
* Assist clients with activities related to daily living, shopping, preparing meals, and performing light cleaning and laundry services
* Promote a safe and structured environment contributing to client physical and social well-being
* Interact professionally with a diverse group of clients, family members, supervisors and staff
* Adhere to extensive organizational and governmental policies, procedures and regulations

**Pittsburgh Opera**, Pittsburgh, PA 2016 – Present

**Event Volunteer, Education and Finance Departments**

* Prepare educational and informative materials for workshops designed for elementary, middle school and high school teachers and students
* Provide students with a positive role model, guidance, encouragement and emotional support
* Interact effectively with a diverse group of instructors, staff and students
* File and organize confidential contacts and bank statements for Finance Department
* Accurately enter registration information into Excel following events for tracking and attendance documentation
* Assist with activities and events

***Fully Authorized to Work in the United States***