



# Iris Arasteh

## Senior Accounting Operations

Fluent Bilingual (English, Hebrew) Account Management Professional seeking to advance my career in a similar role. 5+ years of experience managing enterprise accounts (Apple, Instagram, Philip Morris). Outgoing team-player, detail-oriented, and strives for excellence.



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Tel Aviv



linkedin.com/in/Iris Arasteh

## SKILLS

Strong interpersonal relations

Ability to work under pressure

Zendesk

Slack

Time Management

Strong Data Analytics

Fast learner

Experience in managing

Office 365

## WORK EXPERIENCE

### Accounts Receivable Coordinator Sayata

02/2022 - Present

Tel Aviv, Israel

Virtual Marketplace for Insurance Industry in the USA

#### Achievements/Tasks

- Responsible for performing billing and collections for all accounts. Demonstrate good judgement in resolving discrepancies and cleansing data
- Assist and support the finance team and operation department in the company with variety of tasks
- Create weekly reports for accounting & bookkeeping
- Monitoring accounts for billing and past-due collections
- Participating in monthly & quarterly closing processes
- Experience with Excel, tools, PowerPivot

Contact : Reference available per request

### Account Manager Meitar Law Offices

08/2021 - 02/2022

Ramat Gan, Israel

#### Achievements/Tasks

- Prepare client invoices, tax receipts for the firm and clients
- Billing & collection based on client contracts, retainers, milestones
- Managing accounts accuracy & resolving discrepancies
- Specializing in E-billing systems [Tymetrix, Collaborati, Serengeti, LEDES files]

### Billing and Collection Coordinator Gross & Co. Law Office

10/2018 - 07/2021

Tel Aviv, Israel

#### Achievements/Tasks

- Identical responsibilities of employer above

Contact : Gal Carmi - Contact info available per request



## WORK EXPERIENCE

### Property Manager LXURE Vacation Rentals

01/2015 - 08/2018

#### Achievements/Tasks

- Managed multiple vacation rental properties. Coordinated check-in/out of guests. Providing assistance with special requests of guests
- Managed staff including cleaning crew & various service providers
- Coordinated with contractors for maintenance and property upkeep

*Contact : Avraham Frenkel - Contact info available per request*

*Miami, Florida*

### Bank Teller Leumi Bank of Israel

12/2011 - 09/2013

*Tel Aviv, Israel*