



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

Virtual Marketplace for Insurance Industry in the USA

Tel Aviv, Israel

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

Click & Work

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