

# Gohartaj Veisi

Los Angeles, CA

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(310) 666-4276

## Work Experience

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### **President, Founder**

Women's Solidarity

January 2012 to Present

Creating and establishing a non-profit aimed to raise awareness the about women's rights violations

- Developing and completing administrative goals in expanding the organization's board
- Gained legitimacy and recognition among greater organizations and the greater Los Angeles community
- Coordinating fundraisers which meet the large goals within the first year
- Building a network relation between Iranian, Iranian- American and American people
- Administrating the development of the organization and the events once there were other members involves

### **Bookkeeper**

Residents Medical Group

March 2020 to March 2020

- 03/2020

- Paying invoices in timely manner
- Reporting Bank's credit and debit every day
- Paying account payable, via credit cards, E check, or company's website
- Maintaining an orderly accounting filing system
- Providing clerical and administrative support to management as requested
- Recording cash receipts and make bank deposits
- Issuing invoices to customers and ensure that receivables are collected promptly
- Conducting periodic reconciliation of all accounts to ensure their accuracy
- Working with QuickBooks online, Deluxe, Trello, and authorize.net
- Emailing to the clients the agreements, and invoices
- Submitting daily task lists to administrators

### **Bookkeeper**

Beverly Blossoms

June 2019 to March 2020

- Creating invoices and statements for vendors and customers
- Contacting clients to clear account receivable
- Reviewing vendor reports and statements
- Preparing monthly, quarterly and annual statements report
- Performing all AP/ AR, bank reconciliation and credit cards reconciliation as needed
- Intake of customers orders

- Depositing cash flow to the bank

### **Bookkeeper**

Strategic Acquisition

October 2017 to May 2019

- Entering large volume of bills for different companies
- Recording of bills paid day to day, and managing schedule for outstanding invoices
- Paying account payable of company internally into QuickBooks
- Auditing data entries, and reports to assist senior accountant
- Doing credit card reconciliation for more than ten credit cards and more than sixty card holder
- Creating amounts of monthly utilities bills for company's tenants
- Creating monthly invoices for company's tenants
- Sending monthly bills and statements to company's tenant
- Paying company's annual taxes
- Entering journal entries as needed
- Assisting any other duties as assigned by accountant
- Using Appfolio Property Manager, Smart Sheets and Property Fusion

### **Bookkeeper**

Caltron Co

August 2015 to October 2017

- Doing bank reconciliation
- Creating monthly invoices
- Creating monthly expense
- Recording day to day financial transactions
- Entering data, assisting with bookkeeping/ accounting functions as appropriate
- Paying invoices, credit cards, preparing reports and updating receivable by totaling unpaid invoices
- Closing invoices and clearing account receivable on Quickbooks
- Posting customer payments by recording cash, checks, or credit cards transaction
- Posting revenues by verifying and entering transactions
- Assisting any other accounting duties as assigned by administrator
- Organizing office in developing and instituting methods for quality control

## Education

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### **Master's Degree**

American Intercontinental University

2007

### **Bachelor's Degree**

American Intercontinental University

2005

### **Bachelor's Degree**

Azad University of West

1990

## Skills

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- Management
- lead to control business and employee
- and attention to detail
- Knowledge of Microsoft Office
- software: QuickBooks
- Rent Management
- SmarSheet
- Appfolio Property Manger
- ADP
- Payroll
- W4
- 1099
- Counterpoint SQL
- Dentrix
- Adobe Photoshop
- Oracle
- HTML
- SQL
- BV.Net
- PHP
- JAVA

Typing speed: 50 wpm

- Trello
- Bank Reconciliation
- Visual Basic
- MySQL
- Microsoft SQL Server
- JavaScript

## Assessments

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### **Accounting Skills: Bookkeeping — Proficient**

April 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/075ab8fce089c5d06cefce07d5d02273eed53dc074545cb7>

### **Administrative Support — Highly Proficient**

March 2020

Using basic scheduling and organizational skills in an office setting.

Full results: <https://share.indeedassessments.com/attempts/ab6544da9c1c0ef680c3235e8f4063d7eed53dc074545cb7>

### **Logic & Critical Thinking — Highly Proficient**

March 2020

Using logic to solve problems.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/c20721257a83478a6be2d69c5cb74769eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/c20721257a83478a6be2d69c5cb74769eed53dc074545cb7)

### **English Communication Skills: Typing — Expert**

February 2020

Transcribing text using a standard keyboard.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/561f2b7b253f2848be6f0a1581bfbcddeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/561f2b7b253f2848be6f0a1581bfbcddeed53dc074545cb7)

### **Project Management Skills: Budgeting — Highly Proficient**

February 2020

Managing project budgets by appropriately allocating and monitoring financial resources.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/01d704e6451732f5b33146ece4f92434eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/01d704e6451732f5b33146ece4f92434eed53dc074545cb7)

### **Data Entry — Expert**

February 2020

Entering data quickly and accurately.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/42ccb7c7e5fe68ac3f9078af6ff0d068eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/42ccb7c7e5fe68ac3f9078af6ff0d068eed53dc074545cb7)

### **Phone Screen — Proficient**

February 2020

Allows candidates to provide verbal responses to pre-selected questions about their background and past experiences.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/dc3bf4edecd1f38ce10a397886901a57eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/dc3bf4edecd1f38ce10a397886901a57eed53dc074545cb7)

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