

Minely Sarkesian

Glendale, CA 91202

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(818)2887285

#readytowork

Authorized to work in the US for any employer

Work Experience

Accounts Payable Clerk

4over, Inc. - Glendale, CA

June 2018 to Present

- processing invoices
- going over vendor statements
- reconciling statements
- daily emails / contacting vendors
- posting invoices / credit memos
- Some AR/ entering checks
- Filing
- Dealing with complaints
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Office Assistant

Armenian Relief Society - Glendale, CA

July 2016 to Present

- helping clients
- answering multiple phone calls
- maintaining clean bulletin boards
- filing and preparing files
- copying

Education

High school or equivalent

Hoover High School - Glendale, CA

August 2014 to June 2018

Skills

- Copying (1 year)
- Excel (Less than 1 year)
- Filing (1 year)

- Multitasking (Less than 1 year)
- Powerpoint (1 year)
- Clerical (1 year)
- Data Entry
- Receptionist
- Word
- Accounts Payable
- Invoice
- AP
- Accounting

Assessments

Accounting Skills: Bookkeeping — Familiar

January 2020

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/434e0b2b3838188a4ab894cb30997313eed53dc074545cb7

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Skills

- Filing
- Copying
- Organization
- Dependability
- Multitasking
- Ability to work in commitment
- Bilingual: English and Armenian
- Follow directions
- Computer: Word, Powerpoint, Excel
- Flexibility
- Quick Learner
- Patient
- Calm
- Able to handle complaints

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