

Rubyna Aslami

Denver, CO

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(720) 278-9405

Authorized to work in the US for any employer

Work Experience

Accounts Payable Specialist

Krayden Inc

February 2020 to March 2020

- Record company payables, invoices, and journal entries
- Verify product amounts received and shipped to vendors
- Process product drop ships in inventory management
- Submit remittances and email corresponding vendors of payment
- Scan, file, and mail payments on a daily basis

Property Accountant

Crosby

June 2019 to November 2019

- Post rent checks, landlord transactions, utility expenses in GL
- Monitor cash flows of property revenue, deposit checks to corresponding accounts, and record credit bill backs
- Complete weekly payable report for tax expenses and insurance fees
- Examine property checks for identification and signature for bank runs

Data Entry Clerk

NGL Logistics

November 2017 to December 2018

- Verify freight and airline order information with billing data in 3-way match format
- Send weekly AP payments to vendors with remittances
- File company paperwork of paid invoices, client contracts, and payable receipts

Receptionist

W Real Estate, Inc

May 2017 to November 2017

- Create new advertisements of commercial and residential properties through IRES system
- Schedule home showings and inspections for potential buyers and brokers
- Manage front desk phone lines and check ins

Education

B.Sc. in Accounting

Metropolitan State University of Denver - Denver, CO
January 2017 to Present

Skills

- Accounts Payable
- Accounts Receivable
- Customer Service
- Insurance Verification
- Administrative Support
- Inventory Management
- Data Entry
- Sales Experience
- Schedule Management
- Microsoft Office
- QuickBooks
- Google Docs
- Bank Reconciliation
- Financial Reporting
- Social Media Management
- Journal Entries
- General Ledger Reconciliation
- Billing