**AMIRA GOBRIAL Accountant**

M: 347 - 296-6894

E: amiragobrial@gmail.com

**EDUCATION: Pace University** *Bachelor of Business Administration - Accounting*

**SKILLS AND ABILITIES**: Proficient in Quicken, Quick-books, Microsoft Excel, Word

**PERSONAL BACKGROUND**

I am a reliable individual with years of customer service and consulting experience. Qualified and resourceful in the financial profession.Expertise in the private corporate setting that consistently exceeds company objectives to secure client satisfaction and loyalty.

**WORK EXPERIENCE**

**Freelance /***11/2015 - Until Now*

-Accounts Payable , Accounts Receivable, Bank reconciliation, -Matching PO and Invoices -Amex reconciliation.

*TCI Enterprises LLC. | July 2015 - Oct 2015* **Administrative/ Accounting Assistant**

- Reconcile cash accounts and AMEX bill - Produce Daily reports regarding customer's subscription refunds -

Produce Balance Sheet and P/L statement -Consolidate Publishing House P/L statements

*Eveready Insurance Co | August 2000 - March 2015* ***A/R MANAGER***

- Pull previous day account activities at bank through online banking -Record all transactions that occurred on account in QuickBooks -Reconcile positive pay on a daily basis -Review bills and vendors’ statements for accuracy. Cut checks or pay vendors online -Process payments received. Writing- off earned premium not collected by the company -Pay commission to brokers. Refund earned premium to insured(s) premium finance companies and brokers via ach batching -Reconcile agent’s billing -Issue cancellation notice on past due policies -Train new employees on various accounting systems and procedures

*Profile Agency Inc | November 1987- July 2000* **Bookkeeping**

- Prepare monthly accruals and adjustments -Review and analyze broker’s accounts for accuracy and compliance -Prepare various account analyses. Prepare monthly bank reconciliations for all company bank accounts.