**ANAIDA MAKHMUDYAM**

433 N Jackson st Apt 102 Glendale, CA 91206

Phone number: (818)243-4216

Email: [anahitmakhmudyan@gmail.com](mailto:anahitmakhmudyan@gmail.com)

**Summary**

Experienced and detail-oriented Accountant with several certification and solid background working in compliance with Generally Accepted Accounting(GAAP). Adapt at providing detailed and timely financial analysis, examination and preparation of Tax documents, and recommendations for process improvement. Solid communication, interpersonal, time management, analytical, organizational, and reporting skils. Currently seeking a position as a Accountant or Bookkkeeper which will effectively utilize all acquired skills, abilites, and areas of exertise as follows:

Accounting/Finance Billing & Collections General Ledger

Client/Vendor Relations Account Reconciliation Account Payable/Receivable

Journal/Data Entry Auditing/Reporting

**EDUCATION**

* Business Administration AA Degree 08/2017
* Accounting AS Degree 08/2017
* Accounting Certificate 08/2016
* QuickBooks 2014, Certificate 05/2014
* H&R Block Income Tax Course, Certificate 11/2006
* Accounting-211063 Certificate: 509 hours 09/2006

**PROFESSIONAL EXPERIENCE**

**Self Realization Church 2/2019 – Los Angeles CA**

*Accounting Cleark*

* Daily Banking
* Journal coding and endry
* Utility bills uploading in the system
* Daily processing of remote and other deposits.
* Processing and recording of online and other payments.
* Cash flow monitoring and managemen
* Provide GL support to the department, including but not limited to coding and data entry; bank and other account reconciliation, and other duties as assigned.
* Learn a variety of functions within the Accounting Department
* Other position related tasks and cross training/back-up support of other positions as assigned.

**CJ America 04/2017 –02/2019 Los Angeles CA**

*Accounting Support*

* Sort AP list by payment method
* Reconcile total amount of payment with the amount of SAP
* Review invoices
* Make Credit Card payment
* Provide remittance detail to vendors
* Prepare extracted/printed documents for payment
* Sap conversheet for payment documents
* Reconcile and clear Bank out/in Checks and ACH Payments
* Create Manual Check Report
* Creat AR Report

**Clearpath FCU 07/2011- 04/2017** **Glendale CA**

*Account Payable*

* Review and verify invoices and check requests
* 3 way matching, sorting, and coding
* Set invoices up for payment
* Enter and upload invoices into system
* Track expenses and process expense reports
* Prepare and process electronic transfers and payments
* prepare and perform check runs
* post transactions to journals, ledgers and other records
* reconcile accounts payable transactions
* prepare analysis of accounts
* monitor accounts to ensure payments are up to date
* research and resolve invoice discrepancies and issues
* maintain vendor files, correspond with vendors and respond to inquiries
* produce monthly reports
* assist with month end closing and provide supporting documentation for audits

**Ralph’s Grocery Company 06/2007-07/2011 Beverly Hills, CA**

*Bookkeeper*

* Answer multi-line phones and either direct the caller to the appropriate party
* Count maney, setup regesrers, send money bank
* Order money from bank, make bank deposits and receipts of money
* Distribute money within departments
* Daily enteres in the system
* Prepare financial statements and reports, including the profit and loss statement and balance sheet
* Receive, approve, and/or decline invoices, 3 way matching
* Reconcile balance sheet
* Provide inventory support, including maintaining office materials and supplies
* **Returns of inventory, allocation of damaged inventory, reselling of sellable inventory**
* Prepare appropriate schedules and reports as requested by clients.
* Employees time keeping, closing and sending main office

**Medical Office of Doctor C. Tekkelian 12/2005 - 05/2006 Glendale CA**

*Medical Receptionist*

* Answer multi-line phones and either direct the caller to the appropriate party
* Greet patients upon arrival, sign them in and obtain insurance information and any other necessary data
* Provide patients with intake and new patient forms as well as copies of our office policies and legally required documents
* Process payments from patients for co-pays and uninsured visits
* Call patients to remind them of upcoming appointments and to help them schedule testing for off-site services
* Schedule appointments for new and recurring patients based on Physician and PA/NP availability
* Verified insurance coverage, called in prescriptions, and acted as personal secretary doctor.
* Provide patients with support and guidance as needed
* Billing and payment posting, faxing, filing

**ADDITIONAL SKILLS**

* Familiar with Microsoft Office, Outlook
* PeopleSoft
* Symitar
* SAP
* QuickBooks
* Bilingual: Russian, Armenian