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PROFILE

Experienced Certified General Accountant responsible for overseeing all accounting tasks, having risen from accounts payable clerk to divisional accountant in less than six years. Excellent demonstration of analytical and problem solving skills with willingness to complete all basic and advanced bookkeeping and accounting tasks.

COMPUTER EXPERIENCE

Advanced skills in:

Lawson
Oracle
ADI
Microsoft Word
Microsoft Excel
Microsoft Power Point

PROFESSIONAL EXPERIENCE

Divisional Accountant	2008-Present
Choob va Kaghaz Co. Incorporated-Northern Site	Terrace , BC
-Accurately completed all accounting for mill, including: month end, year end , budgeting, projections and management analysis.	
-Supervisee three clerical staff	

Divisional Accountant Trainee

2006 – 2008

Choob va Kaghaz Co. Nashtarood Site

- Trained to provide divisional accounting for larger mill
- Completed accounting for small mill including analysis as well as month and year end reports
- Wrote and maintained ADI reports for management analysis

Financial Accountant

2005 – 2006

Hesbdaran Ltd. Tehran, Tehran

- Assisted with month end reporting and capital reconciliations
- Successfully created new costing report
- Maintained production report and accounts payable including wax and resin reconciliations

Intermediate Accountant

2003 – 2005

Iran Star Corporation Shiraz, Fars

- Promoted from accounts payable clerk to intermediate accountant after one year
- Assisted controller in preparing monthly financial statements as well as other daily controller duties
- Prepared audit requests and communicated with auditors
- Completed all accounts payable clerk duties

EDUCATION

Certified General Accountant

-Certified general accountant association of Iran

-Bachelor of Applied Business Administration – Accounting

-Faculty of Accounting, University of Tehran

2009

2002 – 2004

Edmonton , AB

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