**Mozhdeh Karami Chamgordani**

Ottawa, Ontario

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# PROFILE:

# More than 10 years’ experience in accounting.

* Fundamental knowledge and understanding of accounting principles, concepts and procedures.
* Accounting experience: accounts payable, accounts receivable, bookkeeping, financial activities.
* Knowledge of organizational behavior, human resources, and marketing.
* Personal characters: punctual, resilient, adaptable, detail oriented and organized, team worker, cooperative, adaptable to different cultures and nationalities, highly committed to goals and responsibilities, eager to learn.

**LANGUAGES:**

Fluent in English, Persian & Turkish

**TECHNICAL SKILLS:**

* Microsoft office tools skills (Excel, Word and PowerPoint, Outlook).
* Accounting Software: Quick book online.

**WORK EXPERIENCE**

***Employee since Feb 2023***

***Subway • Ottawa***

I am working part time at subway. In this job some of my responsibilities are:

* Customer Service and customer interaction.
* Food preparations.

## Finance administrator

## RAIC (Royal Architecture Institution of Canada) -Ottawa Jul 2023-Sep2023

* Account payable: vendor entries and payments.
* Account receivable: entries and follow up
* Bank entries and reconciliation. And credit card reconciliation.
* Capital assets and depreciations.

***Turkey-Various Oct 2015 - Jan 2023***

***Van • Van, Turkey***

* English teacher.
* Freelance translator: English, Turkish.
* Kindergarten instructor.
* Salesperson**:**customer interaction, store assistant.
* Food preparations. Hotel, restaurant.

## Accountant 2014-2015

***ASA tech, Esfahan, Iran***

* Entering daily general ledger entries and bookkeeping, account payable and account receivable, bank reconciliation.
* Prepare salary, payroll, and insurance statement.
* Prepare monthly and yearly reports. Preparing financial statement, balance sheet, and profit and loss statement.
* Prepare detail of material cost, and sale report, tax report, preparing all financial statements for tax**.**

## Accountant 2010-2014

***Pishgam Damparvar Sepahan, Esfahan, Iran***

* Entering daily entries and bookkeeping, account payable and account receivable.
* Prepare salary, payroll, and insurance statement.
* Prepare monthly/ yearly reports. Preparing financial statement, balance sheet, and profit and loss statement.
* Control the inventory for all materials, detail report of material expenses and revenue, and tax report.

## Accountant 2008-2010

***Achilan Door, Tehran, Iran***

* Daily entry of all financial activities, bookkeeping of account receivable.
* Bank reconciliation (tracking the discrepancies).

## Accountant 2005-2008

***Noora colors, Esfahan, Iran***

* Daily entry of all financial activities, bookkeeping, and account receivable.
* Control bank accounts and tracking the discrepancies.

**Education and training:**

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| --- | --- | --- | --- | --- | --- |
| ***Payroll administrator course***  Presented by Ontario Learn, Ottawa   |  |  | | --- | --- | | ***Master ’s degree in Business Administration(MBA)*** | 2006-2008 | | Baha’i Institution for Higher Education (BIHE), Tehran, | |   ***Bachelor ’s in Accounting*** | **December 2023 – March 2024**    **2001-2006**  **2006-2008** |
| Baha’i Institution for Higher Education (BIHE), Tehran, Iran | |