

ANAHITA KHARABI

Accountant with more than 9 years of experience

@ anahita.kharabi@gmail.com (438) 998-9161 Montréal, Canada

EXPERIENCES

KLF Media Inc.

Wholesale Business - General Accounting

📅 August 2018 – Present

Responsibilities:

- Processing all accounts receivables including invoicing, collections and aging report
- Performing account reconciliations and verifying disputed invoices
- Matching vendor invoices against purchase orders and receiving documents
- Generating monthly sales tax reports for Quebec, Saskatchewan, British-Columbia and Manitoba
- Working with the collections department to review client accounts to develop repayment terms
- Assisting in the preparation of the month end and year end files
- Preparing monthly bank reconciliations for different currencies
- Assisting with audit support as necessary

Skills Acquired :

- Multi-tasking
- Working in an autonomous environment with multiple responsibilities
- Understanding financial reports and analysis

KLF Media Inc.

Wholesale Business - Internship

📅 July 2018 – August 2018

Responsibilities :

- Matching vendor invoices against purchase orders and receiving documents
- Handling payments in an organized and timely manner including : Electronic Fund Transferring, Wire transfers and cheques
- Monitoring discounts and finding new opportunities to lower the costs of merchandise
- Development and maintenance Excel spreadsheets
- Internal credit card reconciliation
- Expense reports production and payments

Skills Acquired : :

- Working under pressure
- Organization and Work Planning
- Process overview and follow-up

EXPERIENCES (CONTINUE)

Perlite Co and Poulad Mechanics Co

Iran, Tehran - Accounting Assistant

📅 2006-2014

Responsibilities :

- Establishing chart of accounts and assigning entries to proper accounts
- Preparing profit and loss statement, balance sheet, bank reconciliations and journal entries
- Generate daily balances for different bank accounts

FORMATION

John Molson School of Business

Concordia University Montreal, Quebec

📅 2016-2018

Bachelor of Arts. Accounting

Azad Islamic university North Branch of Tehran, Iran

📅 2006 -2008

Associate Degree. Accounting

Kar University, Khoramdareh Branch, Zanjan,Iran

📅 2004-2006

SOFTWARE

Microsoft Suite



Quickbook



Netsuite



ERP (Internal Software)



LANGUES

Spoken and Written English

Persian (mother tongue)

Understanding of basic French (classes on-going)

ACHIEVEMENTS



Moving from Iran to Canada

Shows courage



Designing arrangements tables

Shows creativity