

Nadia Osikyan

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323-203-5531

Burbank, CA

Experience

Bookkeeper and Office Assistant

High Tech Accounting • Glendale, CA

03/2022 - Present

- Performed accounting, payroll and bookkeeping services to manage business operations.
- Maintained full compliance when executing and tracking bank reconciliations, A/P, invoicing, billing and collections.
- Helped businesses keep finances in order by managing accounting ledgers and recording journal entries.
- Documented transactions details to track and manage financial data.
- Applied mathematical skills to calculate totals, check figures, and correct problems with physical and digital files.
- Prepared accurate financial reports each month by collecting, analyzing and summarizing account information.
- Reconciled vendor statements to assist in monthly closings.
- Responded to inquiries from IRS, state and other tax authorities to minimize additional interest and penalty charges.
- Recorded debit, credit and account transactions in computer spreadsheets and databases.
- Performed bookkeeping and accounting consulting services.
- Monitored loans and accounts payable to confirm payments are current.
- Entered Sales Tax invoices on monthly and quarterly bases.
- Filed SOS, address changes and dissolved multiple companies.
- Prepared, filed and sent out 1099-NEC forms to contractors.
- Printed out taxes and had consultations with clients.

Bookkeeper/Receptionist

Pretax • Glendale, California

01/2021 - 02/2022

- Greeted visitors and directed them to the appropriate person or department.
- Answered and directed incoming calls using a multi-line phone system.
- Managed the reception area, ensuring that it was clean and organized.
- Scheduled appointments and meetings for executives and other staff members.
- Maintained office files and records, including data entry and document scanning.
- Coordinated with vendors and suppliers to ensure timely delivery of office supplies.
- Assisted with administrative tasks such as photocopying, faxing, and mailing.
- Entered and reconciled transactions for over 150 accounts on monthly and quarterly bases.
- Generated financial statements for loan and tax purposes.
- Had over the phone and in person meetings with costumers to discuss their business account's bookkeeping.
- Filed SOS statements on yearly bases.
- Prepared and sent out over 300 1099-NEC's yearly.

Skills

Quickbooks, Communication skills, Microsoft office, Microsoft excel, Computer skills, Microsoft word, Customer service, Organizational skills, Account reconciliation, Data entry, Financial analysis, Multilingual, Time management, Documentation review

Education

Accounting/Finance

Glendale Comunity College • Glendale, CA

12/2023

