**Lusine Arevyan**

1415 N Brand Blvd

Glendale, CA 91202

Cell: 818 826 1688

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**PROFESSIONAL SUMMARY / KEY** ***SKILLS***

* Proactive, energetic, enthusiastic learner, independent thinker with positive attitude and demonstrated problem solving skills
* Ability to speak, write, read 4 Languages: Armenian, English, Russian, Italian
* Highly organized and punctilious
* Excellent communication skills, Ability to work closely with other organizational departments
* Prioritizing in order to achieve superior goal accomplishments
* Vast experience in MS Office (Word, Excel, PowerPoint)
* Fast and accurate keying skills
* Excellent time management skills
* Knowledge of office work methods and procedures

***EDUCATION AND ADDITIONAL TRAININGS***

***Financial-Banking College***

* Financial and banking specialist

2002-2005

Yerevan, Armenia

* AA Degree, Accounting
* (General Education Courses, Accounting)

Glendale Community College, Glendale, CA

* Certificate of Intuit QuickBooks Pro

Advanced, CA

***Kashmir Shaivism School of Yoga***

200 hours of Yoga Teachers’ training

Yerevan, Armenia

2018

***School N39, after Timoshenko***

Secondary education

1990-2000

Yerevan, Armenia

***EMPLOYMENT EXPERIENCE***

**SPEEDY FUEL, INC June 2023 to Present**

**ACCOUNTING/BOOKKEEPING with QuickBooks**

* Accounts Receivable (A/R)
* Accounts Payable (A/P)
* Bookkeeping
* Preparing employees timesheets
* Sales Tax
* Data Entry
* Bank Reconciliation
* Writing checks, Make and Pay invoices.

**CA Solar Group August 2020 to June 2023**

**Office Manager/Bookkeeping**

* Preparing invoices, billing
* Analyzing expense reports
* Interfacing and managing the vendors.
* Resolving past due balances, reporting monthly payment status
* Data Entry

***Le Gout Pastry                                                                                                      March 2019-March2020***

***Cashier/receptionist***

***Los Angeles, CA***

* Taking orders over the phone, answering the phone
* Cashier

***Freja & Son, Yerevan, Armenia                                                                                            2017- 2019***

***Accountant***

* Bookkeeping
* Accounting
* Preparing reports
* Invoicing

**Luys Yoga Studio EGG IT office** **Yerevan, Armenia                                                      2018-2019**

**Yoga Instructor**

* Yoga classes for clients and employees

**Davidoff Store, Yerevan, Armenia                                                                                    2008- 2017**

**Accountant / Manager**

* Managing product deliveries,
* Scheduling distributions,
* Handling sales, preparing invoices

**Parma Store, Yerevan, Armenia                                                                                         2005-2008**

**Accountant / Cashier**

* Managing product deliveries, distributing for sales.