



Lusine Hapetyan

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PROFESSIONAL SUMMARY

Detail-oriented and motivated Accountant with over 3 years of professional experience in Armenia, specializing in financial accounting, payroll processing, accounts payable/receivable, and bank reconciliations. Skilled in maintaining accurate financial records, preparing financial statements, and ensuring compliance with local accounting and tax regulations. Proficient in HTS Accounting 7, Excel, and Word, with strong attention to detail and problem-solving ability. Currently improving English proficiency and seeking an opportunity in the U.S. to apply accounting knowledge and support a professional bookkeeping or accounting team.

ACCOMPLISHMENTS

Successfully maintained accurate financial and payroll records for multiple client accounts with zero compliance issues.

SKILLS

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|---|--|
| Financial Accounting | Tax Accounting |
| Bookkeeping | Payroll Processing |
| Accounts Payable (AP) | Accounts Receivable (AR) |
| Bank Reconciliation | Invoice Processing |
| Billing & Collections | General Ledger (GL) Entries |
| Payroll Tax Reporting | Bank Wire Transfers (Local & International) |
| Microsoft Excel | Microsoft Word |
| HTS Accounting 7 | Data Entry & Recordkeeping |
| Client Account Support | <ul style="list-style-type: none">• Bookkeeping• Accounting and bookkeeping• Payroll processing• Account reconciliation |
| <ul style="list-style-type: none">• Accounts payable• Bank reconciliation• Financial statements• Attention to detail | |

WORK HISTORY

ACCOUNTANT/BOOKKEEPER 08/2021 to 08/2024

ABI LLC | Armenia

- Performed daily financial and tax accounting activities with high accuracy.
- Calculated and processed employee payroll, including taxes and deductions.

- Managed Accounts Payable and Accounts Receivable transactions.
- Entered and maintained invoices, bills, receipts and sales documents in accounting system.
- Prepared and issued sales invoices and maintained client account records.
- Executed and tracked local and international bank transfers; reconciled monthly bank statements.
- Maintained financial records using HTS Accounting 7, Excel, and Word.
 - Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
 - Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
 - Enhanced financial accuracy by meticulously reconciling bank statements and financial records monthly.
 - Assisted in reducing outstanding accounts receivable balances by diligently following up on overdue invoices.
 - Achieved compliance with all tax regulations by staying updated on changes and conducting thorough reviews of financial operations.

EDUCATION

Associate of Science | Accounting And Finance

06/2019

ASUE College, Armenia

Bachelor of Science | Accounting And Taxation

06/2023

Armenian State University of Economics, Armenia

LANGUAGES

English

Limited Working

Russian

Professional Working

Armenian

Native or Bilingual