Surrey, Canada, V4A \*\*\* • [a\*\*\*\*\*\*\*@mail.com](mailto:a*******@mail.com) • cell [778-\*\*\*\*\*\*\*](tel:778-378-8370)

***Bookkeeper / Admin Assistant***

## Professional summary

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| Detail-oriented Computerized Accounting and Office Administration graduate with a strong background in Computer Science and practical experience through a CPA firm internship. Combines technical proficiency in accounting software with analytical problem-solving skills to ensure accuracy in financial data processing and reporting. Known for exceptional attention to detail, efficiency in managing complex financial tasks, and a natural curiosity that drives continuous learning and process improvement. Effectively communicates with both internal and external stakeholders to resolve inquiries and ensure compliance with accounting principles and regulatory requirements. Skills Organized (Experienced) Multitasker (Expert) Detail oriented (Experienced)  Punctual (Expert) Reliable (Expert) Team player (Experienced)  Payroll Processing (Novice) Financial Reporting (Skillful) QuickBooks (Skillful)  Sage 50 (Skillful) Communication (Experienced) Problem Solving (Experienced) Customer Service (Expert) Time Management (Experienced) Data Entry (Skillful)  Office Administration (Experienced) Filing (Experienced) Excel (Experienced) Internships ***M. Yasin & Co. Inc. Surrey***  **Payroll and Accounting Clerk Feb 2025 - April 2025**  I honed my abilities in payroll processing, financial reporting, and utilizing software such as CaseWare and QuickBooks. My role involved extensive data entry, ensuring accuracy and compliance in all financial transactions, and creating balance sheets and financial statements. This experience has equipped me with strong organizational and analytical skills necessary to manage payroll and accounting tasks efficiently and accurately. Employment history **Information / Tabulator Officer Oct 2024**  ***Provincial Election 2024***  • Processed and validated electoral data with precision, ensuring accurate vote tabulation and maintaining strict compliance with electoral procedures.  • Assisted voters with registration processes and ballot procedures while upholding confidentiality standards and electoral guidelines.  • Coordinated with election officials and fellow tabulators to maintain efficient polling station operations and voter flow management.  **Freelance Digital Compositor & Digital Painter 2009 - 2023**  ***Various Locations***  • Created high-quality digital compositing and painting for TV and feature film projects.  • Collaborated with directors to align visual content with creative objectives.  • Used Nuke, Mocha, Silhouette, Combustion, Adobe and other software for complex visual effects.  • Ensured projects met deadlines while maintaining high artistic standards.  **Assistant for Management, Clerk, and Secretary 1990 - 2008**  ***Multiple Employers***  • Managed office tasks including scheduling, filing, and mail processing.  • Coordinated special events and activities to ensure smooth operations.  • Provided clerical support across various sectors, including law and media.  • Excelled at time management and multitasking in fast-paced environments. Education **Diploma in Computerized Accounting and Office Jul 2024 - Mar 2025**  ***Brighton College Burnaby, BC***  Completed Payroll Compliance and Fundamentals certification from the National Payroll Institute, along with Accounting Fundamentals and Financial Accounting coursework.  **ENGinEeRING Degree in Digital Media Sept 1996 - Dec 2004**  ***University of Applied Sciences Brandenburg Brandenburg, Germany***  Studied Computer Science and completed engineer degree in Digital Media. Dissertation explored the history of Special Effects over time and included a comparative analysis of different software tools.   Languages English (Highly proficient), German (Native). Hobbies |

Movies, Reading, Listening to audiobooks, Hiking, Nature