

Available immediately · Full-time · BCom Accounting – Grant MacEwan University · Fluent in English, Arabic & Russian

PROFILE

Commerce graduate with a major in Accounting and hands-on experience managing invoices, expenses, scheduling, and client correspondence as an independent contractor. Comfortable with Microsoft Office, cloud-based tools, and picking up new software quickly. Brings strong attention to detail, a solid foundation in accounting principles, and the work ethic needed to keep an office running smoothly. Looking to move into a full-time bookkeeping or administrative role where accuracy and reliability matter.

WHAT I BRING TO THE JOB

ACCOUNTING & BOOKKEEPING

Journal entries & general ledger
Accounts payable & receivable
Bank & account reconciliations
Trial balance preparation
Basic payroll & expense claims
Tax return preparation
Financial statement support

OFFICE & ADMINISTRATION

Invoicing & payment processing
Data entry & record-keeping
Filing (hard copy & digital)
Scheduling & correspondence
MS Office Suite (Excel, Word, Outlook)
QuickBooks Online
Scanning, PDF editing, e-filing

COMMUNICATION & SERVICE

Professional phone & email manner
Client & vendor communication
Multilingual – EN / AR / RU
Discreet with confidential info
Reliable follow-through
Works independently or in a team
Fast learner with new systems

WORK TRAITS

High attention to detail

Organized and methodical

Accurate data entry

Meets deadlines

Calm under pressure

Discreet and trustworthy

Self-starter

Comfortable with numbers

Fast learner

WORK EXPERIENCE

Independent Contractor – Administration & Operations

2024 – Present

Self-Employed – Edmonton, AB

- Created, sent, and tracked invoices for all contracted work; followed up on outstanding balances and reconciled payments received.
- Maintained organized digital and paper records of expenses, receipts, and project documentation for multiple concurrent clients.
- Managed scheduling, materials purchasing, and vendor coordination — keeping costs on budget through accurate purchase tracking.
- Built and launched client-facing websites and an e-commerce storefront, handling project documentation and correspondence end-to-end.
- Communicated professionally with clients throughout each engagement — setting expectations, providing updates, and confirming satisfaction.

Residential Painting & Finishing Contractor

2024 – 2025

Student Works Painting / Wildrose Painters – Edmonton, AB

- Coordinated quotes, materials inventory, and job-site logistics for Wildrose Painters — tracked costs and ensured all supplies were ordered and accounted for.
- Handled direct communication with homeowners: confirmed scope, relayed progress, and documented completion sign-offs.
- Worked alongside tradespeople from different trades, adapting to different workflows and maintaining professional communication across teams.
- Consistently delivered quality results with strong attention to detail — the same discipline applied to accurate record-keeping and data entry.

Go Auto Outlet South – Edmonton, AB

- Assisted customers through the full purchase process in a high-volume dealership environment — maintained accurate records of customer interactions and deal progress.
- Handled administrative tasks including paperwork preparation, file organization, and coordination with finance and management staff.
- Built rapport quickly with a wide range of clients through clear, patient, and professional communication.

EDUCATION & SOFTWARE

EDUCATION

Grant MacEwan University

Bachelor of Commerce

Major: Accounting

2020 – 2024 · Edmonton, AB

Coursework includes: Financial Accounting, Management Accounting, Taxation, Auditing, Corporate Finance, Business Law

SOFTWARE & TOOLS

Microsoft Excel (formulas, pivot tables)

Microsoft Word & Outlook

QuickBooks Online

Google Workspace

PDF editing & digital filing

E-commerce & web platforms

LANGUAGES

English – Fluent

Arabic – Fluent

Russian – Fluent