

# Michele Bazirgan

Arlington, Massachusetts, United States

[michele.bazirgan@me.com](mailto:michele.bazirgan@me.com)

[linkedin.com/in/michele-bazirgan](https://www.linkedin.com/in/michele-bazirgan)

## Summary

Experienced and Professional Bookkeeper with over 20 years of experience and knowledge of bookkeeping, accounting principles and taxation policies.

Key strengths in planning, problem solving, account reconciliations, general ledgers, and month end closing procedures.

I also am experienced in timely preparation and filing year end documents such as Forms 1099/1096. Eager to understand and meet client needs and exceed expectations.

- My skills are listed but not limited to the following:
- High proficiency and experience using QuickBooks & Quicken, & Shopkeep on Mac, PC, and on online.
- Highly proficient in Microsoft Excel, Word, and Outlook.
- Purpose driven time management and strong organizational skills
- Able to communicate effectively with non-accounting staff and clients regarding accounting matters
- Providing excellent customer and vendor relations including professional collection of past due accounts with courtesy and consistency.
- Detailed-oriented, organized, and able to work independently and meet reporting deadlines.
- Accurate and efficient in entry of A/P and A/R tasks such as Vendor Bill Entry, Expense Reimbursements, account reconciliations, general ledgers, and month end closing procedures.
- Preparation & review of Monthly, Quarterly, & Annual Financial Statements.

## Experience

### Experienced and Professional Bookkeeper

#### Michele Bazirgan Bookkeeping

Jan 2000 - Present (24 years 1 month)

- Create and maintain custom bookkeeping & office organizational procedures for growing small businesses in the San Francisco Bay Area and now here in Massachusetts.
- Experience with a variety of industries and client types including Individuals, Service Professionals, Online retailers, Merchandisers, Distributors, Restaurants, Farms, and Non-Profit Organizations.
- Responsible for all aspects of Accounts Receivable, Accounts Payable, and Payroll.
- Responsible for the accurate Entry and Reconciliation of Cash and Investment Statements.

- Prepare the month-end closing journal entries, Monthly Job Cost Reports, Budgets, and Forecasts for various programs and projects.
- Preparation of Quarterly and Annual State, Federal, and Local Payroll Tax Returns, Quarterly and Annual Sales Tax Returns, Annual Property Tax Returns.

## **FINANCIAL OVERSIGHT ACCOUNTANT**

Shea Labagh Dobberstein, P.C. (Public Accounting Firm)

Nov 2007 - Dec 2010 (3 years 2 months)

Supported Financial Oversight Manager in overseeing day-to-day accounting operations, periodic closings.

## **BOOKKEEPING & FINANCIAL ASSISTANT**

Western Independent Bankers

May 2006 - Jun 2007 (1 year 2 months)

## **Education**

### **California State University Hayward**

Pursued Bachelor's Degree in Business Administration: Accounting

1996 - 2000

## **Skills**

Teamwork • Skilled Multi-tasker • Organization Skills • ADP Payroll • Generally Accepted Accounting Principles (GAAP) • Multitasking • Accounting Standards • Data Entry • Accounts Receivable (AR) • Value-Added Tax (VAT)