

Miglena Kelisakieva

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Summary

Bringing on the table over ten years of experience in Accounting industry. Posses highly developed skills in monthly bookkeeping using QBO (Quick book online)- categorization, reconciliation, receivable, payable, payroll, sales tax. Equipped with communication skills that aid in explaining financial information to non-finance individuals effectively. Exceptionally organized with an eye for detail, ensuring that all work is completed and on time. Further offering expertise in P&L management, consistently helping businesses to not only understand their financial standing but also to improve their profitability.

Skills

QBO, Excel, Time Management, Prioritizing , Attentive and active listener , High level of accuracy , Self directed with commitment to team success

Experience

Intuit | Remote

Bookkeeper | 01/2022 - Present

Using QBO software to serve 23 small businesses, close books monthly, training and answer to business owners questions on chat or Zoom

Conduent

Quality Control | 08/2002 - 12/2021

Works with upper Management to develop strategy to better quality

Municipality Social Welfare Department | Byala, Varna

Accountant | 12/1992 - 07/2002

Budget, Bookkeeping, Payroll, Fin. Reports

Education

Intuit | Online

Certified ProAdvisor - Advanced Online | 10/2023

Intuit | Online

Certified Bookkeeper Professional | 10/2021

Surgent-Income tax school | Online

Tax preparation, Enrolled agent | 06/2021

Intuit | Online

Certified ProAdvisor-QBO | 02/2019

AIPB-American Institute of Professionals Bookkeepers | Online

Bookkeeping | 11/2018

University of Economics | Varna

Industrial Economics | 06/1989

High School of Commerce - Varna, Bulgaria | Varna, Varna

Accounting | 06/1982