



# TATIANA MARKELOVA




ACCOUNTANT ASSISTANT/BOOKKEEPER

## Contact

(864) 990-7584 

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Greenville, SC 29607-2734 

## Career Objective

Experienced administrative professional with several years of accounting experience in various industries. Adaptable team player who is recognized for their willingness to learn and develop newly acquired skills. Goal-oriented individual with analytical mindset and the ability to prioritize multiple tasks simultaneously, work within strict deadlines, and rise to new professional challenges.

Computer skills with proficiency in various software systems including Microsoft Office (Word, Excel), Adobe Acrobat, FlexMLS, Appfolio and QuickBooks. Aiming to leverage my abilities to successfully fill the vacancy at your company. I can be relied upon to help your company achieve its goals.

## Experience

### ACCOUNTING CLERK

GUAM PAK EXPRESS — Tamuning, GU

140 Chalan Achote

Tamuning, GU 96913

[\(671\) 646-2623](tel:(671)646-2623)

<https://www.guampak.com/>

Oct 2021 - May 2022

- Performed daily routine for managing accounts (record, store and modify) on computer spreadsheets and databases, using specialized accounting software (QuickBooks)
- Validated and processed invoices/bills accordingly (AP)
- Performed billing calculations (AR), such as amounts due, interest charges, balances, discounts.
- Received, recorded and deposited/settled cash, checks, credit card payments.
- Processed documents accounting department is responsible for, including checks, invoices, statements.
- Reconciled transaction records with customers, vendors and banks, noted and reported discrepancies found in records.
- Contacted consumers to notify them of delinquent accounts and accept any payments made at the time of contact. Also performed general office duties, such as filing, answering telephones and handling routine correspondence.
- Operated 10-key calculators, typewriters and copy machines to perform calculations and produced documents.
- Assisted senior accounting personnel with any tasks conducted within the accounting department, or any tasks that require accounting personnel to take part.

**ACCOUNTANT ASSISTANT/OFFICE ADMINISTRATOR****May 2018 - Oct 2021**

RIONACH INTERNATIONAL INVESTMENT GROUP DBA BANYAN PROPERTIES — Tamuning,  
GU

**Suite 105 Royal Orchid Hotel Guam**

**626 Pale San Vitores Road, Tumon, Guam 96913**

[\(671\) 688-1498](tel:(671)688-1498)

<https://www.banyanguam.com/>

<https://www.banyanpropertiesguam.com/>

- General clerical and administrative duties performed for both Bookkeeping and Real Estate side.
- Covered AP and AR processing, reconciliation with customers, AR collection and deposit process, and maintaining accounts.
- Operated on software such as Microsoft Word and Excel, Appfolio, QuickBooks, FlexMLS-Realtor, ZipForm-Standard.
- Organized and filed documentation.
- Handled daily bookkeeping functions and reconciling account ledger.
- Coordinated with service providers to facilitate on-site maintenance and repair work.
- Performed routine and scheduled maintenance services, maintained supplies.

**BOOKKEEPER (PAYROLL)****Dec 2013 - Sep 2017**

12/2013 - 09/2017 THE MINISTRY OF EDUCATION OF THE RUSSIAN FEDERATION,  
DEPARTMENT OF EDUCATION OF THE PUSHKINO CITY — Pushkino, Moscow Region, Russia

<http://government.ru/en/>

- Processed full payroll, taxes and accounting documentation for Government employees of Ministry of Education.
- Classified, recorded and summarized numerical and financial data to compile and keep financial records for Government agencies, using journals and ledgers and computers.
- Operated 10-key calculators, typewriters and copy machines to perform calculations and produced documents.
- Operated computers programmed with accounting software (1C) to record, store and analyzed information.
- Complied with federal, state and company policies, procedures and regulations.
- Submitted tax forms and returns, workers' compensation forms, pension contribution forms and other government documents.

**RETIREMENT SERVICES SPECIALIST****May 2011 - Dec 2013**

THE STATE PENSION (RETIREMENT) FUND OF RUSSIA — Mitishchi, Moscow Region, Russia

<https://pfr.gov.ru/en/>

- Opened accounts (electronic subscription plans) for clients and managed data.
- Collect and analyzed clients incoming data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.
- Inspected account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- Managed process of digital documentation exchange between the Government Agency and customers (returns, reports, letters, requests).

**TAX INSPECTOR****Jun 2008 - Jul 2010**

THE FEDERAL TAX SERVICE (IRS) OF RUSSIA — Mitishchi, Moscow Region, Russia

<https://www.nalog.gov.ru/eng/>

- Maintained knowledge of tax code changes and of accounting procedures and theory to properly evaluate financial information.
- Imposed payment deadlines on delinquent taxpayers and monitor payments to ensure that deadlines were met.
- Contacted taxpayers by mail or telephone to address discrepancies and request supporting documentation.
- Answered questions from taxpayers and assisted in completing tax forms.
- Collected taxes from individuals and businesses accorded to prescribed laws and regulations.
- Maintained records for each case, including contacts, telephone numbers and actions taken.
- Checked tax forms to verify that names and taxpayer identification numbers were correct, that computations have been performed correctly and that amounts match those on supporting documentation.
- Conducted independent field audits and investigations of income tax returns to verify information or to amend tax liabilities.
- Processed individual and corporate income tax returns and sales and excise tax returns.
- Entered tax return information into computers for processing.

**Education**

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**BACHELOR'S DEGREE IN FINANCE AND CREDIT****Jun 09** | INTERNATIONAL DUBNA STATE UNIVERSITY\* — Dubna, Russian Federation

\* Former name – International University of Nature, Society and Man of Dubna

<https://int.uni-dubna.ru/>**Languages**

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- **English**  
Fluent
- **Russian**  
Native

**Skills**

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- Proactive, Organized and Self-Motivated
- Accounts Payable and Accounts Receivable
- Financial Recordkeeping
- Record Reconciliation
- Accounting Ledger Maintenance
- Vendor/Customer Record Management
- Data Integrity/Accuracy/Order
- Validation of Discrepancies
- Team player

## Certifications

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- 56009261/Accounting Fundamentals/Corporate Finance Institute®
- 58103753/Reading Financial Statements/Corporate Finance Institute®
- UC-d20d29fe-0a5f-4486-8730-9fe8210dce61/The Ultimate QuickBooks Pro Training Bundle/Udemy
- UC-f3cf9c0b-f800-418b-add1-c78d917dac69/Mastering QuickBooks Online/Udemy
- UC-f37413ff-a01a-40fa-b656-f33a4a29b6d4/QuickBooks Online Complex Issues and Advanced Techniques/Udemy
- UC-ebd8bd8c-2f3f-48ba-b3ec-66628a0c5e7c/QuickBooks Online 2022 Full Course Bookkeeping Accounting/Udemy

Income Tax Course 2022 - H&R Block Academy

## References

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### Steffany Paulino — Guam Pak Express

Office Manager • Supervisor

☎ (671) 646-2623

✉ steff.paulino@guampak.com

### Thomas Zhang — Banyan Properties

Principle Broker • Supervisor

☎ (671) 688-1498

✉ Thomasz@banyanguam.com