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# EDGAR GHAZARYAN

## WORK EXPERIENCE

Accounting Senior Specialist at **Inecobank CJSC**

From June 2017 up to now

Job responsibilities

- Control monthly VAT reconciliation process and prepare VAT report
- Responsible for calculating nonresident profit tax
- Responsible for maintaining an accounting of tangible and intangible non-current assets
- Responsible for maintaining an accounting of financial assets and liabilities
- Responsible for maintaining an accounting of investment property and assets held for sale.
- Responsible for annual inventorisation of all accounts of financial reports
- Other ongoing work

Accountant at **Ara Ghazaryan Law Firm**

From June 2016 up to now

Job responsibilities

- Responsible for financial and tax accounting
- Prepare budgets and cash flow reports
- Making transactions through online banking
- Maintaining records of bank extracts
- Working with cash and complete cash book
- Calculating salary, preparing payroll and time sheets
- Prepare tax reports

Accountant at **Rule of Law NGO**
From June 2016 up to now
Job responsibilities

- Responsible for financial and tax accounting
- Prepare budgets and cash flow reports
- Prepare financial and other summary reports for donors
- Making transactions through online banking
- Maintaining records of bank extracts
- Working with cash and complete cash book
- Calculating salary, preparing payroll and time sheets
- Prepare tax reports

Accountant at **Tel-Cell CJSC**
From April 2015 to June 2017
Job responsibilities

- Maintain liaisons with officials of partner organizations and banks in connection with mutual settlements
- Responsible for preparing mutual settlement acts with partner organizations and banks
- Responsible for controlling cash in and cash out transactions and implementation of account replenishments by partner agents, banks and other financial organizations after collection of cash from payment terminals
- Responsible for calculating receivables of commissions, owed by partner operators

- Responsible for calculating payables of commissions, owed to partner agents, banks and other financial organizations
- Issue electronic invoices
- Control monthly VAT reconciliation process and prepare VAT report
- Responsible for calculating nonresident profit tax
- Responsible for the provision of function-related data for external audit, central bank and tax authorities
- Prepare reports of central bank of Armenia
- Making transactions through online banking
- Maintaining records of bank extracts
- Perform other duties as required

Accountant at **HT Electronics LLC**

From February 2013 to March 2015

Job responsibilities

- Maintaining accounting of fixed assets, services and tangible values with AS accounting software
- Responsible for calculating imported goods' cost prices and its taxes
- Participate in preparing tax reports
- Participate in preparing financial reports (cash-flow, statements of financial position and profit or loss)
- Making transactions through online banking
- Maintaining records of bank loans, factorings, overdrafts and leasing
- Maintaining debtors and creditors registers
- Doing various functions in connection with Tax service of Armenia.
- Being responsible for fixed assets and stock.
- Participate in doing inventory counts.

Accountant at **Finres Consulting Office**

From September 2012 to January 2013

Job responsibilities

- Maintaining accounting records of tangible values and services through AS accounting software
- Prepare documents of factoring transactions and sending those to banks.
- Prepare tax reports
- Issue electronic invoices
- Perform other duties as required

Accountant at **ArtLar Finance and Accounting**

From April 2011 to March 2012

Job responsibilities

- Implementing Accounting of various organizations according IFRS requirements
- Maintaining accounting records of tangible values and services through 1c accounting software
- Maintaining other financial and accounting records through 1c accounting software
- Prepare tax and financial reports.

## EDUCATION

**ARMENIAN STATE UNIVERSITY OF ECONOMY (MASTER'S DEGREE) 2010-2013**

Regulation of Economy and International Economic Relations

**ARMENIAN STATE UNIVERSITY OF ECONOMY (BACHELOR'S DEGREE) 2004-2008**

Regulation of Economy and International Economic Relations

## TRAININGS

- Participation in the meeting about "Problems of leasing operations in Armenia" in UNION OF BANKS OF ARMENIA
- Trainings organized by Tax service of Armenia (annual from 2017 up to now)

- Exam course training of tax legislation of Armenia in ASSOCIATION OF ACCOUNTANTS AND AUDITORS OF ARMENIA ( 01/11/2019-15/03/2020 )
- IFRS training in Gortsq LLC ( 01/03/2020-30/06/2020 )
- Financial Accounting exam course training in IAB (01/10/2018-10/12/2018)

**AUDITING ACTIVITIES**

Making an annual audit for 2018 financial year in UNION OF BANKS OF ARMENIA

**CERTIFICATES**

ACCA certificate for ACCOUNTANT IN BUSINESS (F1)

ACCA certificate for FINANCIAL ACCOUNTING (F3)

ACCA certificate for FINANCIAL REPORTING (F7)

AAAA certificate for Tax Legislation of RA (2.2)