**Farzad Naderi**

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**Summary of skills**

* Language : English, French, Persian
* Knowledge Tax preparation including: DAS, GST, PST & T2
* Extensive experience in Accounting software including: Simply accounting, QuickBooks Acomba, Avantage ,Studio Tax, DT-MAX, & MS Office (Excel, Word, Outlook, PowerPoint)
* Extensive experience in all field of Accounting : Accounts Receivable, Accounts Payable, Payroll
* Extensive experience in Cost Accounting & Budget
* Extensive experience in preparation of financial statements
* Strong Analytical ability and Ability to propose alternative solutions.
* Work well in a team environment and Ability to manage the persons and Team.
* Be flexible and adapt to a changing environment, polyvalent and multitask.

**Professional experience**

Internship

SMBA-Office of Accounting, Montreal  **June 2015 – Feb 2016**

Responsibilities:

* Internship in Accounting and Tax Accounting
* Prepared and recorded and Reviewed journal entries
* Prepared financial statements, (Balance sheet, Income statement, Cash flow)
* Produced the Monthly bank reconciliations
* Prepared and filed Payroll
* Prepared the Tax document : GST,PST ,HST , DAS,T2 , etc

Accountant **2005 - 2015**

SBR EPC Company, Esfahan, Iran

https://WWW.SBR-CO.COM

Responsibilities:

* Prepared Annual Budget
* Prepared Cost of Projects
* Control and Manage The cash flow
* Controlled and verified the accounting records, Payroll, Taxation forms
* Managed the staff working in the accounting department (15 persons)
* Examined accounting records and prepared financial statements and the management reports
* Developed and maintain cost finding, reporting and internal control procedures
* Analyzed financial statements and reported and provided financial and tax advice

Junior Accountant **1999 - 2005**

Responsibilities:

* Prepared and recorded and Reviewed journal entries (invoices, Bills, Payments, Receipts, Transactions) ü Reconciled vendor accounts
* Produced the Monthly bank reconciliations
* Filed monthly sales taxes
* Prepared and filed Payroll
* Kept financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
* Posted journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
* Calculated and prepared cheques for payrolls and for utility, tax and other bills
* Completed and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents
* Prepared tax returns and perform other personal bookkeeping services

**Education**

AEC Accounting For SME **2016**

Lasalle College, Montreal

Certificate in operator of soft wares **2015**

SMBA School of Accounting Montreal

Bachelor of Accounting **2001**

University of Isfahan, Iran

*References available upon request*