Hripsime Arzumanyan

📍 Glendale, CA 91205

📱 747-272-3771

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SUMMARY

Motivated and responsible professional with extensive work experience in Armenia as an Operator and Accountant. Recently relocated to the US and trained in QuickBooks Online. Seeking a Junior Accountant or other office position. Strong computer skills, hardworking, conscientious, and beginner in English, currently studying at college (Level 2) to improve language skills.

SKILLS

- Microsoft Word
- Microsoft Excel
- QuickBooks Online

EXPERIENCE

December 2023 - December 2024
Accountant "VESTA" SALON ("PRETTY WAY" LLC) | Yerevan, Armenia

- Managed accounts payable and receivable to ensure timely transactions.
- Managed accounts receivable and payable, reconciled bank statements, and prepared financial reports.
- Reconciled bank statements with company records regularly.

May 2011 - October 2022
Secretary-operator "GAZPROM ARMENIA" Closed Joint-Stock Company | Vagharshapat

- Managed correspondence and communication for internal and external stakeholders.
- Organized and maintained filing systems for efficient document retrieval.
- Scheduled appointments and coordinated meetings for company executives.
- Handled incoming calls and directed inquiries to appropriate personnel.

EDUCATION AND TRAINING

December 2025 - January 2026
Certificate | "American Quickbooks" Accounting Program Course
"BAC ACCOUNTING" ACCOUNTING COMPANY

March 2023 - August 2023
Certificate | Advanced Accounting Course
"BAC ACCOUNTING" ACCOUNTING COMPANY

January 2020 - February 2020
Certificate | Armenian Programs-Accounting System Participation
"ARMENIAN SOFTWARE" ("ARMSOFT") Limited Liability Company

October 2012 - May 2018
Bachelor of Accounting | Accounting
ARMENIAN NATIONAL AGRARIAN UNIVERSITY Foundation, Yerevan, Armenia

September 2009 - June 2011
Pharmacist
YEREVAN STATE ARMENIAN-AMERICAN MEDICAL COLLEGE "EREBOUNI" , Yerevan, Armenia

LANGUAGES

English:
Limited

Russian:
Professional

Armenian:
Native/ Bilingual