

# ULIANA (YANA) IGNATEVA

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## **OBJECTIVE**

To obtain a position as a Bookkeeper / Accounting Assistant where I can apply my extensive accounting experience in payroll, accounts payable and receivable, bank operations, and financial reporting.

## **PROFESSIONAL SUMMARY**

Detail-oriented and reliable accountant with over 20 years of experience in accounting operations, payroll processing, tax reporting, account reconciliation, and financial documentation. Currently studying U.S. accounting, QuickBooks Online and Payroll, while continuing to improve English skills.

## **KEY SKILLS**

- Accounts Payable (AP) and Accounts Receivable (AR)
- Payroll processing
- Bank reconciliation
- General Ledger
- Financial and tax reporting
- Accounting documentation
- Microsoft Excel
- QuickBooks Online and Payroll training

## **WORK EXPERIENCE**

### **Senior Accountant — Energy Resources Company**

Kazan, Republic of Tatarstan | March 2007 – September 2021

- Managed accounting operations and financial records
- Processed payroll and prepared tax reports
- Managed accounts payable and accounts receivable
- Handled daily bank and cash transactions
- Performed reconciliations and maintained accurate records
- Prepared monthly and annual financial statements

## **EDUCATION**

### **Kazan University of Finance and Economics**

Bachelor's Degree in Accounting

### **Sierra College, Rocklin CA**

Accounting Courses and ESL | 2023 – Present

## **CERTIFICATIONS**

### **CTEC 60 Hour Qualifying Education Course**

California Tax Courses

Completed August 7, 2025