

# ALEXANDER BOBKOV

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(613) 882-8404

Gatineau (Québec)

## SUMMARY OF QUALIFICATIONS

- Advanced business written communication
- CRA correspondence
- Strong understanding of bookkeeping cycle and accounting principles
- Five years of full-cycle bookkeeping experience
- Preparation of adjusted trial balances and compilation of financial statements
- Experience in restoration of bookkeeping for the past reporting periods
- Strong quantitative analysis and numerical skills

## TECHNICAL SKILLS

- Maintenance of computerized filing and accounting systems
- Processing Accounts Payable and Accounts Receivable
- Key accounts reconciliation (banking, credit cards, and employees' advances)
- Expertise in QuickBooks, QBO, and Sage 50 Premium
- Certified QuickBooks Online Pro Advisor
- Authorized CRA representative
- Advanced proficiency in Word, Excel, Access, Intuit ProFile, and HubDoc
- Comfortable with writing custom functions in Excel Macros
- Intermediate skills in working with SQL databases
- Experience in processing large volume of accounting transactions

## WORK EXPERIENCE

### Own Accounting and Bookkeeping Practice

2011 – present

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Gatineau QC

- Performed monthly full-cycle client bookkeeping
- Prepared closing entries at the accounting end-of-the-year
- Kept bookkeeping records organized and current
- Periodically assessed reliability of clients accounting records
- Reduced paperwork by setting-up operations with various on-line services
- Guided selection of accounting software and set-up client books
- Processed basic payroll
- Prepared HST filings, T4 Summary, T4 slips and government remittances
- Prepared tax returns for self-employed and incorporated individuals
- Designed and implemented costing systems for manufacturing and service businesses
- Acted as client representative before CRA to resolve tax issues
- Registered businesses at various levels of government
- Advised on choosing corporation jurisdiction, its structure, and fiscal period
- When required, registered clients with small businesses for simplified recordkeeping
- Prepared pro-forma financial statements for new businesses business plans

Assistant to the Controller	2013 – 2014
Social Research and Demonstration Corporation	Ottawa ON
<ul style="list-style-type: none"> <li>• Brought consistency in referencing documents</li> <li>• Standardized journal entries classifications</li> <li>• Unified data entry process</li> <li>• Assisted with computing the project costs based on the corresponding cost drivers</li> <li>• Assisted with budget variance analysis</li> </ul>	

**COMMUNITY INVOLVEMENT**

Income Tax Clinic “Lend a Hand”	2014
Somerset West Community Health Centre	Ottawa ON
Helped individuals to comply with social assistance requirements	

**EDUCATION**

Undergraduate Degree in Public Administration – Management	2016
University of Ottawa	Ottawa ON
College Diploma in Business Management and Accounting Technology	2013
CEGEP Heritage College	Gatineau QC
College Diploma in Business Administration – Accounting	2007
George Brown College	Toronto ON
Attended CGA-eligible accounting courses	

**AWARDS AND ACHIEVEMENTS**

Authorized CRA Representative and E-Filer	2011
Canada Revenue Agency	
Certified QuickBooks Online Advanced ProAdvisor	2016
QuickBooks Online Canada	
Recognition Certificate of Appreciation “Lend a Hand”	2013
Canada Revenue Agency	
Dean’s Honor List	2006
George Brown College: Business Administration – Accounting	