

JULIA GRAN

649 Westbourne Dr.

West Hollywood, CA, 90069

310-279-0420

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OBJECTIVE

Property Management Accountant /Portfolio Manager with the obtained organizational and professional expertise in this field.

SUMMARY OF QUALIFICATIONS

Extensive experience managing a portfolio of residential and commercial properties located throughout Southern California, which included 280 residential real estate units and 34,000sq feet professional office building in Beverly Hills.

WORK OF EXPERIENCE

04/2006-present DELAWARE BEVERLY HILLS PROPERTIES LLC.

Los Angeles, California

Portfolio Manager

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Plan short- and long-term cash flows and assess financial performance

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Enforce tenantas rules and regulations and lease agreement Review and post tenant billing,additional billing/adjustment according to the information received and abstract into accounting system

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Assist in preparing operating, investment budgets.

*

Ensure subledgers,review and supporting schedules tie to the General Ledger for entries or accruals and make all necessary journal entries.

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Produce variety of financial analytical reports practicability reports of potential property achievement

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Review the monthly posting of the Rent Roll and tenant billings.

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Review and prepare all supporting schedules as required by Owner

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Participate /assist in the preparation of the actual settlement

schedules, including the calculation of a Gross-ups
*

Participate/assist in preparation of the Annual Budget.
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Provide various measures for negotiating and organizing lease
agreement along with upcoming development, obtain permits.
*

Provide designing and consulting on building reconstruction with
soliciting and assessing the bids.
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Provide personal daily supervision of business operations and
respond to all tenants emergencies around the clock.
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Attend small claims court hearing as an owner's representative.

10/2004-03/2006 TRILUSSA RESTAURANT

Los Angeles, California

Owner/General Manager

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Create business concept by developing corporate policy and
procedures
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Take necessary measures for recruiting, training and supervising
staff
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Provide payroll report to corporate accountants.
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Enforce and comply with Labor Laws and OSHA guideline

01/2002-07/2005 TRAKTIR RESTAURANT

West Hollywood, California

Owner/General Manager

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Daily supervision of business operations
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A/P, A/R, payroll. Preparing sale tax and payroll tax.
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Provide income and expenses reports monthly.
*

Negotiate vendor contracts
*

Recruiting, training and supervising staff.

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Orchestrates recipe/menu development based on guest trends/preferences and seasonal considerations; sources vendors and negotiates inventory costs.

10/1999-02/2002 VERSATILE INNOVATIVE PROGRESSIVE BILLING

Brooklyn, New York

Assistant General Manager

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Liaison between all impacted departments including various government agencies to ensure proper communication and reporting practices.

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Prepare and maintain personal records for over 180 employees.

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Provide administrative support to the General manager of the Company.

09/1993-10/1999 PUBLIC HEALTH RESEARCH INSTITUTE

New York, New York

Accounts payable Supervisor

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Handle broad scope of internal processes encompassing the daily management of, billing, collections, reconciliation, general ledger and month-end-closings with main focus on accounts payable functions.

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Responsible for annual audit and monthly financial statements

EDUCATION

1990-1993 Kingsborough Community College, Brooklyn ,New York

Associate Degree in Accounting

1985-1990 Moscow Plekhanov College of Economics Science Moscow, Russia.

Bachelor Degrees in Economics

EXTRACURRICULAR ACTIVITIES

Proficient in computer operations Microsoft Word and Excel, Worked on MS Office- Word, PowerPoint, used of QuickBooks and Yardi.

Have knowledge in Operating Systems- Windows XP, Vista

and especially extensive experience in IDE programming
(orientation courses on Power builders program 1996-97, New York)

LANGUAGES

Fluent in English and Russian

REFERENCES

Arus Emmoyan (310) 659-1990-1993

Laila Wilson (718) 621-5800

Tammy Umansky (516) 750 a" 2606