

JD

Xxxx Xxxxx X Xxx Xxx Xxx

Xxxxxxx, Xx Xxx Xxxxx

Xxxxxxxxxxxxx

j****o@r****i.com

Summary

Accountant Clerk with strong attention to detail, excellent technology skills and experience managing accounts receivable and various other duties.

Experience

Xxxxxxxxx Xx Xxxxxxxxx Xxxxxxxxx Xx Xxxxxxxxx

Xxxx, Xxxxxxxxx

Xxx Xxx X Xxx Xxx

- Received payments, posted transactions and monitored accounts for past-due issues.
- Assessed interest charges and transmitted related invoices.
- Reconciled accounts on a monthly basis and checked records for accuracy.
- Prepare financial reports and examine financial statements for accuracy and compliance.
- Entering invoices in the database for managing account payable/receivable, and handling all accounting operations
- Maintaining and updating accounting records of 300+ clients in both electronic and paper formats
- Assisting team for monthly and annual audits, and preparing concise reports
- Reconciling general ledgers by keeping a close track of the account receivable details
- Handling journal entries, account payable, account receivable, and various other duties

Xxxxxxxxx Xxx

Xxxx, Xxxxxxxxx

Xxxxxx Xxx X Xxxxx Xxx

- Researched billing entries for 200+ clients, and performed reconciliations as directed by the senior accounting supervisor
- Assisted the team in account payable and account receivable activities by maintaining records of all transactions
- Updated accounting details in the system, resolved discrepancies, and generated standardized monthly reports
- Escalated complicated issues to the senior management to get solutions in minimal time

- Prepared journal entries, account analysis, and maintaining supporting documents
- Performed administrative tasks by working with the support team as required

Education:

- Doctor of Medicine degree,
Xxx XXXXXXXX XXXXXX Xx XXXXXXXX, New Haven, CT, Xxx
2005 - 2009
- Bachelor of Science,
XXXX XXXXXXXXXXX, New Haven, CT, Xxx
1998 - 2002

SKILLS

- Strong sense of integrity, confidentiality and transparency, discreet and ethical.
- Excellent written and verbal communication skills.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Excellent math skills, with a focus on detail and accuracy
- Fluent in accounting, spreadsheet and database software
- Resourceful in the completion of projects, effective at multi-tasking.

Languages

- XXXXXXX (fluent)
- XXXXXXX (proficient)
- XXXXXXX (proficient)

Personal Data

- Full Name: JD
- Date of Birth: March XXXXXXXXXXX
- Marital Status: XXXXXX
- Gender: XXXX
- Nationality: Xxx
- Father Name: Charlene D
- Mother Name: Amanda D

