

John Deo

2915 Johan R St. Apt 306

Detroit, MI USA 48201

200-600-3000

johndeo@rchilli.com

Summary

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

Experience

Ministry of Emergency Situations of Azerbaijan

Baku, Azerbaijan

May 2011 – SEP 2014

- 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

Veyseloglu LLC

Baku, Azerbaijan

October 2007 – April 2011

- 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,
St. George's School of Medicine, New Haven, CT, USA
2005 - 2009
- Bachelor of Science,
Yale University, New Haven, CT, USA
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

- Italian (fluent)
- Spanish (proficient)
- French (proficient)

Personal Data

- Full Name: John Deo
- Date of Birth: March 13, 1980
- Marital Status: Single
- Gender: Male
- Nationality: USA
- Father Name: Charlene Deo
- Mother Name: Amanda Deo

- Passport Number: 31195884
- Current Location: Detroit, MI, USA
- Preferred Location: Chicago, IL, USA
- Current Salary: US 276800 per year
- Expected Salary: US 300000 per year

Facebook ID

Url: <https://www.facebook.com/Johndeo>

Twitter ID

Url: <https://twitter.com/Johndeo>

References

Dean Dobbert, MD
Supervising physician, Express Care; Dover, DE
dedobbert@christianacare.org
302-236-7313

Benjamin Levy, DO
Supervising physician, Dover AFB; Dover, DE
ben.s.levy@gmail.com
612-508-9554

Tom Barnett, MD
Supervising physician, Surgical Associates; Dover, DE
302-674-0600