

# ROBERT SMITH

## Government Accounts Specialist

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

Seeking a challenging position in a business field to utilize my leadership and project management skills including problem solving, planning, organizing and managing budgets to achieve corporate goals.

**MAY 1999 - FEBRUARY 2011**

### **GOVERNMENT ACCOUNTS SPECIALIST - HABIB SUGAR MILLS LIMITED**

- Daily routine involved handling daily a/p and a/r processes, used to supervise accounting clerks and help them process invoices accurately and timely, used to purchase orders, create income and expense reports, debit and credit memos, managed vendor and supplier relations, reconciling statements, and receiving and payment transactions. Maintained adherence to company policies, accounting, international financial reporting standards (ifrs), and to government policies.
- Managed the accurate and timely processing of up to 20000 invoices (\$5 million) per month for large, and multinational organization. Assessed and reconciled all accounting ledgers at the end of the month.
- Helped in training new employees to increase efficiency, and gains in an effective manner thus helping company save significant time and cost -savings.
- Enabled effective and sound bookkeeping system with reconciliation on daily routine for most of the ledgers and statements thus leading to no fault to be found in internal and external audit of my department.
- Instituted thorough cross-checking of daily transactions, ledgers and statements, in an effective manner so records do present a true and fair view.
- Renegotiated payment terms with buyers and sellers, leading company to get better quality material, at a reasonable price, thus leading into favorable variances.
- Composed effective accounting and ad-hoc reports summarizing data for admin, packing, export, finance, human resource and other departments.

**JUNE 1997 - APRIL 1999**

### **ASSISTANT ACCOUNTS MANAGER - BALUCHISTAN GLASS LTD**

- Used to post daily transactions in respective accounts and all other data work as well as assist managers with accounts receivable management, managing bills and collection of various customers, helping in preparing financial status reports, analyzing, correcting and reporting any accounting mistake found in reconciliation of accounts and statements to top management.
- Used to help accounting clerks post daily various transactions into accounts.
- Helped management with reconciling statements and ledgers, while if on my own reconciling then used to report any issue found in them.

- Helped management in negotiating with suppliers and distribution channels, thus improving the time period in receiving payment from vendor, with reducing the distribution channel so that the company can save cost, and our product is available to customers in less time than previous time taken.
- Demonstrated the ability to work in fast and self-motivated environment.
- Renegotiated with customers who tend to go bankrupt on advice of management, thus helping company from the occurrence of losses.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you don't need it you can delete it.

## **EDUCATION**

Accounting - 1972 to 1987(Institute Of Chartered Accountant )Bachelor Of Science in Accounting - 1968 to 1972(Karachi University )

## **SKILLS**

Bookkeeping/Accounting Certification, A.A. Degree , Administrative Office Assistant