Robert Smith

Bookkeeper/Financial Advisor

CONTACT DETAILS

1737 Marshville Road, Alabama
(123)-456-7899
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PERSONAL STATEMENT

Detail-oriented, efficient and organized Bookkeeper/Financial Advisor with extensive experience in Accounting systems. Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions. Knowledge of all Accounting functions: GL, PL, and BS -reconciliations, work papers, cost, cash control, AP, AR, and PR. Profound knowledge of accounting and cost control principles. A strong work ethic that enables me to work well under pressure and to meet critical deadlines.

WORK EXPERIENCE

Bookkeeper/Financial Advisor

ABC Corporation - October 2015 – January 2019

Responsibilities:

- Performed daily general ledger balancing, processed transactions, verified information, filed and assisted in the preparation of reports.
- Offered assistance and provided information to customers and other bank personnel in a courteous and efficient manner.
- Collected and processed incoming internal and over-the-counter transactions utilizing all scanning procedures, including scanner usage, scanner maintenance, and executed end-of-day procedures.
- Performed supporting tasks for bookkeeping purposes including processing mail, posting entries, computer input and assisting others within other bank departments as needed.
- Conducted research utilizing computer programs and other resources within the bookkeeping department to conduct research necessary to resolve customer needs.
- Processed master card debit cards, including disputes, maintenance, and customer assistance.
- Demonstrated high working standards providing excellent customer service to all internal and external customers.

Food Service Bookkeeper

ABC Corporation - April 2014 – May 2015

Responsibilities:

- Responded to inquiries from vendors and staff regarding account balances.
- Reviewed and verified daily deposits and transport to the Treasurers office.
- Generated daily and monthly point of sale reports.
- Created function invoices and monitored function payments.
- Contacted families about student balance accounts.
- Assisted with meals per labor hour reports.
- Assisted with online payments and financial reconciliations.

SKILLS

Customer Service, Bookkeeping, Filing, Computer Savy, Research, Inventory Of Cash

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

Diploma - 2007(Bartlett High School - Anchorage, AK)Accounting - (Poole College Of Management)

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