

ROBERT SMITH

Associate Finance Supervisor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Detail-oriented with expertise in problem solving and managing daily office functions. Highly organized and meticulous with experience in corporate office settings.

CORE COMPETENCIES

Finance, Microsoft Office, Microsoft Office, Recruiting, Recruiting, Training, Human Resources.

PROFESSIONAL EXPERIENCE

Associate Finance Supervisor

ABC Corporation - August 1991 – August 2012

Key Deliverables:

- Assisted in resolving and satisfying client requests and internal operational issues.
- Administered job knowledge assessments and competency testing for certification-level training.
- Created and maintained computerized record management systems to record and process data and generate reports.
- Contacted patients regarding unpaid and underpaid accounts to resolve any issues.
- Performed accounts receivable duties including invoicing, researching chargebacks, discrepancies and reconciliations.
- Liaised with vendors to order and maintain inventory of office supplies.
- Processed accounts receivable and accounts payable.

Finance Supervisor

Delta Corporation - 1988 – 1991

Key Deliverables:

- Worked as pilot research on a pilot project to develop universal financial software for micro-finance institutions.
- Supervise cashiers, the balance of cash bank, mentor and Training of employees.
- Position Summary/major achievements include Overall finance responsibility of the Dhaka Shishu Area Development Program which was the largest program.
- Actively took part in developing the program strategy and design document.
- Responsible for daily operations of the Internal Reporting department; supervise a team of staff accountants in the preparation of journal entries.
- Initiate wire/ACH transfers as necessary to maintain sufficient operating funds in cash accounts.
- Ensure adequate process/internal controls are maintained as required by the Model Audit Rule.

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EDUCATION

High School Diploma in Business - (Nutley High School - Nutley, NJ)

