

XXXX J. XXXXX

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Candidate: Middle-level Management (Accounts / Administration)

Synopsis: My career till date has been an interesting journey of diverse roles and responsibilities which have contributed vastly to my growth as an individual and as a professional. Started my career as an Accounts Executive nearly 16 years ago, I quickly picked up the strings of corporate world, and gained insightful expertise in **Customer service, Accounts & Payroll management, Project Administration and various other aspects of General Management**

Functional Skills and Experience

Client Servicing

- Delivering excellent customer service through various operations for rendering and achieving excellent services
- Responsible for resolving customer complaints on performance bottlenecks
- Providing value added customer services by attending customer queries and issues
- Interacting with vendors, installer and associates, trucking/shipping companies and customers to ensure that excellent customer service is achieved

Project Evaluation & Monitoring

- Leading change, understanding the effects of organizational and process changes, and implementing innovative solutions leading to successful transitions and how this impacts the operation in terms of workload / cost
- Providing practical business solutions to client through implementing cost-efficient and customer-centered processes

Accounts

- Preparing timely & accurate financial statements & annual reports & ensuring accounting integrity/transparency
- Facilitating the payment of invoices and recurring payment
- Posting direct payables (RFMS) upon receipt of invoices/bills from vendors
- Performing inventory costing upon receipt of purchase orders with bill of lading from warehouse
- Matching vendor statements to unpaid invoices on an as required basis

Payroll Management:

- Timely processing of Payroll System of Employee and treasury management for APT salary disbursement
- Preparation of monthly salaries & Payments
- Clearance of employee petty cash claims / perks payments on daily basis

Other Skills

- Proficient in using MS Word Applications & Internet research
- Adept in handling Sales and Return POS (Point of Sale) Equipments & RFMS (Flooring software)

Career Highlights

- Awarded as **Employee Service Award** five times (1998 - 2003)
- Honored with **numerous Professional Service Awards**
- Received **Letter of recognition** for contribution in the 2008 Holiday Merchandise project reset
- Also accredited with **Certificate of Achievement**

Professional Experience

Company Name	Designation	Duration
Flooring America/FA Design Build, Woodbridge, VA	Accounts Payable /Project Expeditor	June 2009 till May 2010
EXPO Design Center, Fairfax, VA	Project Expeditor Cabinet Expeditor/Carpet Expeditor	June 2003 – April 2009 October 1998 – May 2003
Story Time Day Care Center, Plantation, Florida	Office Manager	April 1996 – September 1998
Grapevine, Plantation, Florida	Server	April 1996 – September 1998
Accounts Temps, Vienna, VA	Accounts Executive	May 1994 – March 1996

Education

Long Branch High School, May 1975