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XXXX XXXX Apt # xxx, Silver Spring MD 20904

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Administration ~ Accounts Management ~ Operations

10+ years rich experience in Administration, General office management, and correspondence with domestic & overseas customers. Core Strengths in facilities management, transport/travel arrangements, Logistics, Liaison, Security, Procurement, and I.T. etc. Key competencies in structuring and implementing innovative Administrative & Accounting policies/procedures to generate undivided commitment & dedication among the team. Results oriented professional with expertise in Policies & Procedures, Annual Accounts, Periodical Books, Records, Auditing, Maintenance of General, Debtors & Subsidiary Ledgers, Cash/bank book & all other books as required by law. Exceptional ability to build productive relations with Banks. Thorough professional, with high caliber, work orientation, and ability to handle multiple functions and activities in a high pressure environment due to inherent ability to identify and prioritize tasks at hand. Ability to work under pressure and think/act strategically to achieve win-win outcomes. Excellent man-management, time management, and leadership skills.

PROFESSIONAL VALUE OFFERED

Administration	Office Management	Hospitality Management	Facilities Management	Event Management
Accounting	Credit Control	Cash Management	Payments & Disbursements	Auditing
Teaching/MIS	Counseling	Liaison/Public Relations	Operations Management	Class Management
Budgeting	Fund Management	Travel/Transportation	Time Management	Procurement

PERFORMANCE MILESTONES

- Designed, developed and implemented a Inventory system and managed Procurement of supplies.
- Played pivotal role in developing and implementing a computerized payroll system using Excel.
- Developed and implemented many new ideas of administrative procedure for saving time.
- Implemented the concept of MIS reporting to update the Management on regular basis.
- Handled management of facilities/infrastructure to ensure cost effective workability.
- Created responsibilities manual for various staff that reduced over-lapping duties and increased efficiency.
- Nominated as an "Incident Controller" to respond to the crisis within the shortest possible time, and guide the staff to handle the crisis in safe and effective manner.

CAREER PROGRESSION

Walton Thomas International Washington DC, Since 2010

Administrative Officer, El Jay Associates Ltd Guyana, 2000 – 2008

Teacher (Level 7 – 9), Belladrum Secondary School Guyana, 1998 – 2000

Major Areas of Responsibilities

- Accountable for monitoring daily operation of the administrative office and enforcing company policies.
 - Accomplished responsibility for preparation of shipping documents, filing documents, and Soliciting customers.
 - Pioneer in marinating case history of assets; manage customer's accounts and resolving customer's complaints.
 - Designed & developed strategies for ensuring the long-term financial viability of the organization.
 - Responsible for monitoring Accounts receivable/payable, and journalizing daily transactions.
 - Led & guided the team in generation of periodic financial reports, preparation of income tax returns and Bank reconciliation.
 - Entrusted with the onus of teaching business Education and Social Studies to Grade 7 to 9 students.
 - Organized various training sessions for the team to enhance their performance.
 - Structuring annual operational budget and implementing control measures to contain expenses within defined limits.
 - Associated closely in preparing profit and loss accounts, balance sheet to give correct & fair view of Statements of accounts and to finalize the same.
 - Reviewing existing systems & procedures and designed internal controls/quality audit checks for various operational areas for achieving higher operational efficiency, resource rationalization and cost reduction.
 - Designed and implemented audit program to test the efficiency of all aspects of accounting controls.
 - Restructured Control and Budget Service; updated accounting procedure.
 - Meticulously maintained records of Assets & Stocks and lodged claim requests with insurance companies for early settlements.
 - Streamlined the filing system to ensure safety, security, and easy retrieval.
 - Systematically maintained personal/Leave records of all employees, Service books.
 - Played pivotal role in developing curriculum and programs, and evaluation of textbooks.
 - Developed Vendors and negotiated with them to supply the best qualitative products on most competitive prices.
 - Enforced code of conduct for office with strong deterrents for trespassers.
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EDUCATION

- RHI Accountemp Accounting 101 & QuickBooks Pro 2009, University of Guyana, Turkeyen Guyana – 2010
- Bachelor of Science - Public Management, Critchlow Labour College, Georgetown Guyana – 2005
- Certificate in Industrial & Social Studies – 1999

I.T. SKILLS

QuickBooks Accounting software, Microsoft Office, Outlook, and the Internet.

References and Verifying Documentation Furnished upon Request