

Abdul Ishaq



OBJECTIVE: A position as an **Accounting Clerk / Bookkeeper**

PROFILE

- Analytical with a keen eye for detail; always committed to accuracy
- Ability to interact with others using effective communication skills
- Highly organized; work well under pressure; able to meet deadlines
- Very quick and eager to learn new tasks and responsibilities
- Patient, flexible, reliable and dedicated worker

SUMMARY OF SKILLS

Accounting:

- Excellent skills in full cycle accounting and bookkeeping
- Computerized Accounting Diploma and Tax Preparation Certificate
- Used Simply Accounting, QuickBooks and ACCPAC to:
 - Record transaction entries into General Journal
 - Post and adjust journal entries to T-account Ledger
 - Prepare trial balance, income statement and balance sheet
 - Handle A/R and A/P; reconcile bank statements
- Prepared general tax returns using Profile software
- Accurately balanced daily transactions and cash deposits

Computers:

- Proficient with Simply Accounting, QuickBooks, ACCPAC, Profile, Excel, Word, Access, PowerPoint and Outlook

Customer Service:

- Extensive experience in customer service
- Provided service in person and over the phone
- Resolved customer issues in a timely manner, ensuring satisfaction

RELEVANT WORK EXPERIENCE

Client Service Representative

Royal Bank, Edmonton, AB

2008 – 2009

- Helped clients with deposits, withdrawals and currency exchange
- Balanced daily cash transactions

Client Service Manager (seasonal)

H&R Block, Toronto, ON

2006

- Prepared schedules for Tax Associates
- Checked tax returns before filing
- Collected fees and issued money orders
- Assisted clients in preparing tax returns

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OTHER WORK EXPERIENCE

Office Assistance and Reception (volunteer)

Inland Refugee Society, Vancouver, BC

2010 – present

- Assist staff at the front desk; count donations; make bank deposits

Various Clerical Positions

Manpower International, Edmonton, AB

2010

Manager

7-Eleven Canada Inc., Edmonton, AB

2006 – 2008

- Managed inventory and daily operations
- Recruited, coached, supervised and evaluated eight employees
- Submitted payroll and other reports to head office
- Accurately balanced daily transactions and cash deposits
- Developed, implemented and coordinated weekly employee schedules
- Instilled a 'customer first' attitude; encouraged and motivated employees
- Successfully improved sales of merchandise by encouraging and training staff on suggestive sales techniques

Security Guard

Ontario Guard Services, Toronto, ON

2000 – 2003

EDUCATION

Computerized Accounting Diploma

Office Administration Diploma

IBT College, Toronto, ON

2004 – 2005

Tax Preparation Certificate

H&R Block, Toronto, ON

2005