

NANCY DREW

1234 – 88th Street, Surrey, BC V3B 4J5

Tel: 604.000.0000

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OBJECTIVE: Accounts Payable / Bookkeeping

PROFILE

- Over 15 years of administrative experience includes four years in accounting
- Qualifications include B Com and Payroll Administrator Certificate
- Over 20 years of computer experience including QuickBooks, MS Excel and Word; type 75 wpm
- Opened accounts, performed payroll functions and bank reconciliations
- Maintained A/R, applied deposits and prioritized payment schedules
- Created disbursement reports; audited vouchers
- Prioritized incoming work; communicated with managers
- Committed to completing the work in a timely manner

Achievements

- ✓ Processed high volume of invoices for multiple companies
- ✓ Accurately allocated expenses for over 12 locations
- ✓ Always met month-end deadlines

EMPLOYMENT HISTORY

Accounts Payable / Receivable Clerk

Oct - Dec 2008

Global Mining Management, VANCOUVER, BC

- Monitored US and Canadian bank accounts for six companies with balances up to \$400,000
- Processed invoices for payments by wire transfer, cheques and bank drafts
- Used Sun Accounting software to prepare invoices; followed up with collection
- Performed bank reconciliation and journal entries
- Maintained petty cash and processed vouchers for payment

Accounts Payable

2005 - 2008

PLH Aviation Services Inc., RICHMOND, BC

- Handled up to 100 daily payables for three companies
- Matched vendor invoices with packing slips or receiving documents
- Verified vendor charges with purchase order values
- Identified discrepancies and notified appropriate personnel
- Processed vouchers and issued checks, taking advantage of all discount terms
- Worked with vendors to resolve invoice or payment issues
- Created new vendor accounts and expense codes
- Projected expense tracking; prepared bank letters for wire transfer and demand drafts
- Printed disbursement reports and proofed against vouchers

EMPLOYMENT HISTORY (continued)

Bookkeeper

2004 - 2005

Maple Technologies Ltd., RICHMOND, BC

- Responsible for full cycle A/R and A/P of \$300,000 per month
- Maintained US and Canadian bank accounts; prepared bank reconciliations
- Prepared payroll, EI forms, T4, T4A, WCB for year end
- Sorted mail, ordered office supplies, answered telephones, greeted visitors, attended to customer queries
- Typed letters, reports, profiles, agendas; performed filing, faxing, email and photocopying tasks

Secretary

1987 - 2004

Gulftainer Company Ltd., SHARJAH, U.A.E.

- Reported to the Director of Finance and Administration
- Handled incoming and outgoing correspondence, reports and agendas
- Liaised with administration, department heads and corporate officials
- Typed letters, faxes, emails, tariffs, contracts and other correspondence
- Prepared statistical worksheets in Excel
- Prepared memos to divisional managers on payroll and disbursement reviews
- Maintained employee attendance records (entered into the system and audited)

EDUCATION AND TRAINING

Payroll Administrator Certificate

2006

Surrey School District, SURREY, BC

Bachelor of Commerce and Accountancy

1984

Mangalore University, MUMBAI, INDIA

INTERESTS

- ✓ Enjoy reading business magazines, listening to music and travelling