

██████████ silver Spring, MD 20901

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ACCOUNTS MANAGEMENT

10+ years' rich experience in managing accounts, credit control and collection operations across large customer base along with demonstrated team leadership and management skills, operational innovation capabilities, and domain knowledge in credit policy formulation. Proven expertise in managing general ledger, database, audit, and accounts receivable/payable etc. Exceptional ability to build productive relations with Banks. Core strengths in mapping financial needs and mobilizing/managing funds to facilitate achievement of organization's objectives. Astute direct/indirect tax planner having innate strengths in generating advantage for the company with application of professional prudence & due diligence. Excellent man-management, time management, and leadership skills; computer literate.

PROFESSIONAL VALUE OFFERED

Accounting/BNA/Anasazi	Credit Control	Payments & Disbursements	Inventory Management
Cash & Fund Flow Management	Auditing	Administration	Taxation/Accounts Finalization
Bank Reconciliation	ACCPAC	Training & Development	MIS/Analytical Skills
Peachtree and QuickBooks	Non profit	Full Cycle Bookkeeping	DC & MD Government Contract

PERFORMANCE MILESTONES

- Gained invaluable experience in implementation of Yardi Voyager and conversion of Softwares.
 - Implemented the concept of MIS reporting to update the Management on regular basis.
 - Designed & developed strategies for ensuring the long-term financial viability of the organization.
 - Reduced the overall financial costs through cheaper loans, minimum risks, reduction in working capitals/ trade finance costs & maximum returns in short term invest of surplus funds.
 - Designed and implemented audit program to test the efficiency of all aspects of accounting controls.
 - Reviewed existing systems & procedures and designed internal controls/quality audit checks for various operational areas for achieving higher operational efficiency, resource rationalization and cost reduction.
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CAREER PROGRESSION

Senior Accountant/Assist to Controller, Community Connections, Inc., Washington, DC, Since 2004

Accounting Consultant, Dirt Dog Hauling & More, Since 2006

Accounting Consultant, Robinson & Sons Moving Co., Since 2008

- Accountable for Bookkeeping, Tax Preparation, Research, Consulting, Invoicing, and Collections.
- Responsible to maintain, analyze and reconcile General Ledger for over 50 residential props and one 35K sq ft commercial prop.
- Drawn up plan to create and maintain various schedules to back up general ledger and subsidiary ledgers.
- Drove the efforts to prepare, maintain and analyze various financial reports and statements.
- Led the team to maintain Fixed Asset database for over 700 assets.
- Pioneer in maintaining notes and schedules for over 40 loans including 4 consolidated.
- Accomplished responsibility to reconcile operating bank accounts, investment accounts and Bank deposits.
- Established plan to process monthly journal entries, correcting journal entries and closing procedures.

- Proactively contributed in recording monthly accruals and allocations.
- Actively involved in preparing profit and loss accounts, balance sheet to give correct & fair view of statements of accounts and to finalize the same.
- Established and maintained close relationships with bank executives, auditors & other govt. departments ensuring compliance with all regulatory bodies.
- Judiciously handled petty cash account, code accounts payable/receivables, contract revenue/rent revenue, intra company transactions and fund transfers.
- Restructured control and budget service; updated accounting procedure.
- Associated closely in the implementation of new accounting/property management software.
- Guided the team to provide monthly key statistics - occupancy/vacancy, revenues, receivables, rent subsidy activities and solely maintained books of Small Sub company.
- Organized various training sessions for the team to enhance their performance.
- Structured annual operational budget and implemented control measures to contain expenses within defined limits.
- Designed and developed short/long term business viability propositions for consistent profitability.
- Controlled all project financial operations, verified financial statements, justification of expenses, requests, and disbursements.

Accounting Clerk – Accounts Receivable, Carday Associates, Inc., Beltsville, MD, 2002 to 2004

- Assumed responsibility for issuing and processing contribution reports for Union Funds-Pension, Medical and Welfare. Also collected, stamped, and sorted contributions.
- Contributed significantly in preparing forms and transferring money to and from accounts; collected and deposited Fund payments.
- Instrumental in verifying stop payment information and bank confirmation for benefit checks.
- Geared the activities to monthly review and issue contribution reports to all employers; prepared and issued account receivable statements to appropriate employers; prepared delinquent employer reports; sent notices to all delinquent employers; advised each Fund Counsel of the delinquent employers; prepared Journal Entries recording all benefits paid.
- Key player in framing budget, cash flows, revenue and timely payments to all concerned.
- Judiciously reviewed internal control procedures for operational systems, identifying weakness and recommended improvement.
- Led & guided the team in reconciliation of variance report between budget and actual.

Secretary, Fort Washington Auto Body, Inc., Oxon Hill, MD, 1999 to 2002

- Entrusted with the onus of monitoring Accounts receivable, and Accounts payable.
- Crafted payroll on a weekly basis for 11 technicians and also maintained customer/vendor database and files.
- Successfully dispatched and scheduled repairs.
- Independently made correspondence with insurance companies and customers concerning repairs and supplemental repairs.

EDUCATION

- Bachelor of Science in Accounting, Strayer University, Takoma Park, MD, Cum Laude Honors – 2004
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References and Verifying Documentation Furnished upon Request