

# James Marcus

ACCOUNTANT

## Summary

Accounting professional with good experience in a target driven environment. Proven track record in consistently and committedly delivering the services which enhance the company's credibility and profitability.

## Experience

### Senior Accounts Executive

#### Sea Gamer Group For Importing And Exporting

Sep 2018 - Present

- Prepared journal entries, complete general ledger operations, monthly, year-end closings and draw up financial reports.
- Reconcile and maintain balance sheet accounts.
- Ensured proper recognition of revenue and expenses for departmental cost center activity.
- Administer accounts receivable and accounts payable from our banks and treasury.
- Handled our account in banks and confirm the balances with our system.
- Assisted preparation and coordination of the audit process ,implementing and maintaining internal financial controls and procedures. .

### Corporate Accountant

#### M&M Mining Industry Jan 2016 - Aug 2018

- Make special files for each bank separately and include the following (bank statements, bank reconciliation, checkers, issuing bank, bank account, etc.)
- Preparing bank reconciliation and preparing weekly reports.
- Preparing daily limits for bank reconciliation.
- Follow up the opening of banking facilities of all kinds and conditions and the preservation of documents in the files.
- Issuing letters of guarantee (primary/batch/final) and keeping them in their files.
- Preparation of daily restrictions on the issuance or cancellation of letters of guarantee.

## Courses

### Diploma in Accounts

University of California, Los Angeles Aug 2016 - Sep 2017

### Certified Financial Investment

New York University Dec 2015 - Mar 2016

## Contact

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## Skills

Financial Planning	■ ■ ■ ■ ■
Financial Accounting	■ ■ ■ ■ ■
Proactive worker	■ ■ ■ ■ ■
Public Speaking	■ ■ ■ ■ ■
Proficiency in spreadsheets	■ ■ ■ ■ ■
Research & Analytical	■ ■ ■ ■ ■
MS Office	■ ■ ■ ■ ■

## Languages

English	■ ■ ■ ■ ■
French	■ ■ ■ ■ ■
Spanish	■ ■ ■ ■ ■

## Education

### MBA (Finance)

New York University

Apr 2007 - May 2010

### Bachelor in Commerce

University of Florida

Mar 2005 - Feb 2007

## Awards

Employee of the Year

Mining Industry 2018-01-05

## Referral

Will be produced on request