

Robert Smith

Accounts Payable Accountant (Intern)

CONTACT DETAILS

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PERSONAL STATEMENT

To pursue career path in the Accounting field through a dynamic workplace that caters to both professional and personal development and strives to bring ideas, integrity and excellence in place.

WORK EXPERIENCE

Accounts Payable Accountant (Intern)

Daimler Group Services Phils., Inc - June 2014 - June 2015

Responsibilities:

- Performed invoice verification for non-productive materials of various Daimler plants located in Germany.
- Calculated and booked monthly journal entries, while ensuring that all accounting transactions are in accordance with GAAP as well as internal control procedures.
- Used SAP which includes performing basic steps in invoice verification, identifying error codes, analyzing and resolving price differences, quantity differences, missing delivery slip/PO, double invoicing.
- Responsible for payment and maintenance of reports for the sales and use tax monthly payment.
- Identified and communicated to responsible parties the necessary process updates. Participated in process documentation and participated in knowledge exchange according to set standards.
- Performed other tasks as creating debit and credit notes for iv02 cancellations, importing GR/IR data from nacos, cancellation of account maintenance, and reversing aggregated data.
- Coordinated and organized regular team and company events (e. G. Team building activities) and maintained and records inventory of office supplies.

SKILLS

Excel, Excellent Written and Verbal
Communication, Great
Plains, Oracle,
Interpersonal skills

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Audit Staff

Punongbayan And Araullo, Member Firm Of Grant Thornton

International - November 2013 - May 2014

Responsibilities:

- Prepares working papers that document corroborative audit evidences gathered in the course of performing audit procedures.
- Checks the mathematical accuracy of audit schedules and other documents prepared by client.
- Performs specific audit procedures assigned by the manager such as vouching of documents, tracing to the schedules and accounting books and records evidences that support or refute the clients.
- Assists the client in preparation of income tax return and financial statements.
- Gathers, summarizes, and prepares management letter comments for the higher-level review.
- Assists the engagement manager in cleaning up and archiving of audit methodology/tool file and other.