

# Kevin Frank

SENIOR ACCOUNTANT



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Chicago, Illinois, US



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## Skills

Misrosoft Office



ERP Systems, Peach tree,  
Comsys.



Leadership



Organizational Skills



Documentation



Poised under pressure



## Hobbies

Reading Books

Cycling

Swimming

Cooking

## Education

**Bachelor Of Commerce**  
**San Jose State University**  
*2010*

**Masters in Business**  
**Administration**  
**Northeastern University**  
*Jan 2020*

## Courses

**Career Certificate in**  
**Accounting**  
**American University In**  
**Cairo**  
*Feb 2020 - Present*

**QFA (Qualified Financial**  
**Accountant)**  
*Jan 2018*

## Summary

Experienced Accountant with nine years record in billing and collections combined with solid understanding of legal procedures and legislation. Proficient with wide variety of software applications, including QuickBooks, Odoo and custom accounting software.

## Experience

### Senior Accountant & Customer Reference

#### Mediterraneo Group For Importing and Exporting

*Jan 2020 - Present*

- See the contract between the company and the customer and review the terms of payment and guarantees and any other conditions and save the contract files.
- Following up the opening of the insurance file and paying the insurance percentage for the contract.
- Recording the value of the contract assistants and customer reports as a guide.
- Issuing an internal memo to the bank accountant to issue the letters of guarantee related to the terms of payment, if stipulated in the contract.
- Follow-up of the cash collection or check of the submitted abstract and review the deductions on the check (**insurance, taxes, fines, etc.**) and to ascertain the percentage of value added taxes on the contracting, whether the supply of **installation / rental equipment**
- The work of a daily manual and entry to the daily value of the extract and deductions in case of deductions
- Record the abstract on the American Journal and the assistants.
- The work of the settlement restrictions required to prove taxes and deductions manual or through the program
- Reducing the customer's indebtedness to the value of collection and proof of the assistants and the work of daily hand-held restrictions according to the attached documents from the treasury or the bank accountant.
- Prepare daily and weekly reports on customer attitude
- Review the accounts of customers and work with customer approvals for periodic reconciliation of the account.

### Bank Accountanat

#### Mediterraneo GROUP For Importing And Exporting.

*Sep 2018 - Dec 2019*

- 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