

Omar Gafoor

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OBJECTIVES

A position where my education, experience and excellent oral, written and interpersonal communication skills can be used to improve and enhance operations.

EDUCATION

California State University of East Bay

Graduated in 2013

Bachelor of Science: Business Administration in Accounting

EXPERIENCE

Accounting Manager | Bay Area Graphics

May 2016 - Present

Accounting Manager: Cost accounting, full-cycle A/R and A/P, issuing purchase orders, bank and credit card reconciliation, preparing journal entries, creating financial and ad-hoc reports, assist with year-end closing, issue 1099-Misc forms, billing, knowledge of VLOOKUP and Pivot Tables, creating company policies and procedures, manage 2-3 accounting clerks. **IT Manager:** In charge of maintaining server, network, VOIP, networked printers and computers for the entire company. Maintaining VMware ESXi, creating and monitoring virtual machines. Managing computers and users through Active Directory. Managing PBX and features. Creating and maintaining ethernet cabling including punching down wires into RJ45 Keystone Jack. **Project Manager:** In charge of development, debugging and finalizing company custom software for company-wide use. **Marketing Manager:** In charge of creating and maintaining Google Ads.

Accounts Payable/Accounts Receivable Clerk | Sunshine Home Health Care

March 2015 - December 2015

In QuickBooks Pro/Online, accounts receivable for 2 companies, accounts payable for 2 companies, bank reconciliation for 1 company, maintained accounting and corporation files for 5 companies, performed payroll for 1 to 4 companies (1 to 40+ employees), project manager for CRM implementation, searching and signing for new vendor contracts (copy machines, document management, internet and phone, domain/hosting/email and office supplies), in charge of finding new office locations for expansion, ad-hoc projects; in charge of opening a new location in Foster City: office space, keeping track of office space construction, purchasing internet and multiline business phone service, purchasing domain name, hosting and email services, applying for business license, applying for fictitious business name and accounting.

SKILLS

- Secured Over \$1,200,000 Contract with the Largest Cosmetic Retailer
- Knowledge of Microsoft Excel, Outlook, PowerPoint and Word
- Knowledge of Pivot Tables and VLOOKUP
- Knowledge of Creating Financial Statements from Balance Sheet and P&L
- Knowledge of Bank and Credit Card Reconciliation
- Knowledge of Creating and Maintaining Websites
- Knowledge of Web Protocol Coding: HTML, CSS, and JavaScript
- Associate Degree in Graphic Design
- Knowledge of Adobe Creative Suite Programs:
 - Illustrator, Photoshop Premiere and Other Adobe Programs
- Microsoft Office 365 Admin
- Knowledge of Google Ads Creating, Tracking, Analyzing