

Dienebou Sacko

2 Oakland, Pl Apt: 4A
Brooklyn, NY 11226
(347) 651-9318
djenedem7@yahoo.com

OBJECTIVE: To obtain a challenging and responsible position within a company where I can utilize my skills and education.

SKILLS AND QUALIFICATIONS:

- MS Office: Word, Excel, Access, and PowerPoint
- Excellent customer service and interpersonal skills
- Knowledge of Payroll, A/P, A/R, G/L, and Taxation Applications

EDUCATION:

06/20	ASA College <i>Associate of Occupational Studies Degree in Business Administration.</i> G.P.A:3.84	Brooklyn, NY
<p><u>Relevant Courses</u></p> <ul style="list-style-type: none">• Intermediate Accounting• Business Management• Taxation• Principles of Marketing• Principles of Microeconomics• Principles of Finance• Organizational Behavior• International Business and Trade		

EXPERIENCE:

07/17 - Present	M & S Bargain Hunters <i>Cashier/Customer Service</i>	Brooklyn, NY
12/09 – 06/16	Direction of Mali Scholarship <i>Assistant payroll (Extern/Trainee)</i>	Mali

• Good knowledge of maintaining cash register.
• Providing an excellent customer service.
• Experience in monetary transaction of debit and credit card.
• Cashed-out the register in order to make daily deposits.

• Maintain payroll information by collecting calculating and entering data.
• Resolves payroll discrepancies by collecting and analyzing information.
• Provide excellent customer service to all levels of internal clients.
• Prepare reports by compiling summaries of earning, taxes, deduction, leave disability and nontaxable.
• Assist the finance/ payroll team with special project/ tasks as needed

REFERENCES *Available Upon Request*