

Dienebou Sacko

2 Oakland, Pl Apt: 4A

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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

Brooklyn, NY

Associate of Occupational Studies Degree in Business Administration.

G.P.A:3.84

Relevant Courses

- | | |
|---------------------------|------------------------------------|
| • Intermediate Accounting | • Principles of Microeconomics |
| • Business Management | • Principles of Finance |
| • Taxation | • Organizational Behavior |
| • Principles of Marketing | • International Business and Trade |

EXPERIENCE:

07/17 - Present

M & S Bargain Hunters

Brooklyn, NY

Cashier/Customer Service

- 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.

12/09 – 06/16

Direction of Mali Scholarship

Mali

Assistant payroll (Extern/Trainee)

- 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*