

James Marcus

ACCOUNTANT

✉ james_marcus@gmail.com 📞 9999999999 📍 New York, United States

in linkedin.com/james.marcus

SUMMARY

Accounting professional with good experience in a target driven environment. Proven track record in consistently and committedly delivering the services which enhance the company's credibility and profitability.

SKILLS

Financial Planning ● ● ● ● ○

Financial Accounting ● ● ● ● ●

Proactive worker ● ● ● ● ●

Public Speaking ● ● ● ● ○

Proficiency in spreadsheets ● ● ● ● ○

Research & Analytical ● ● ● ● ○

MS Office ● ● ● ● ●

EXPERIENCE

Senior Accounts Executive

Sea Gamer Group For Importing And Exporting *Sep 2018 - Present*

- 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 and treasury.
- Handled our account in banks and confirm the balances with our system.
- Assisted preparation and coordination of the audit process ,implementing and maintaining internal financial controls and procedures. .

Corporate Accountant

M&M Mining Industry *Jan 2016 - Aug 2018*

- Make special files for each bank separately and include the following (bank statements, bank reconciliation, checkers, issuing bank, bank account, etc.)
- Preparing bank reconciliation and preparing weekly reports.
- Preparing daily limits for bank reconciliation.
- Follow up the opening of banking facilities of all kinds and conditions and the preservation of documents in the files.
- Issuing letters of guarantee (primary/batch/final) and keeping them in their files.
- Preparation of daily restrictions on the issuance or cancellation of letters of guarantee.

EDUCATION

MBA (Finance)

New York University *Apr 2007 - May 2010*

Bachelor in Commerce

University of Florida *Mar 2005 - Feb 2007*

COURSES

Diploma in Accounts

University of California, Los Angeles *Aug 2016 - Sep 2017*

Certified Financial Investment

New York University *Dec 2015 - Mar 2016*

LANGUAGES

English



Spanish



French



AWARDS

Employee of the Year

Mining Industry *2018-01-05*

REFERAL

Will be produced on request