

Phoonthip U-dom

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PROFESSIONAL EXPERIENCE

Legal Accounting Clerk, Himelfarb Proszanski LLP, Toronto, Canada — February 2019 - Present

- Reconcile bank statements both in general account and in trust account.
- Prepare daily account deposits
- Post and pay vendor bills and manage accounts payable
- Perform and reconcile all data entry of cash receipts, client costs in billing, accounting system, and petty cash
- Purchase GIC's investment
- Process outgoing trust wire transfers, and trust bank-to-bank transfers
- Process daily trust/general cheques, obtain signatures from authorized signers and distribute cheques accordingly.
- Perform bookkeeping work, accounting functions
- Send all required financial reports to senior partners on a daily basis

Accounting Clerk, Owens Wright LLP, Toronto, Canada — April 2017 - February 2019

- Process outgoing trust wire transfers, and trust bank-to-bank transfers
- Prepare daily trust account deposits for numerous banks
- Process daily trust/general cheques, obtain signatures from authorized signers and distribute cheques accordingly. Process trust/general cheques when necessary. including cheque verification, processing stop payments, stale dated cheques and certified cheques not cashed
- Maintain records detailing all trust account transactions and process them on a timely basis
- Purchase GIC's and Term Deposits
- Deposit and invest trust funds and posts trust transactions daily
- Trust transfers to pay accounts, between matters, and between clients
- Keep up-to-date banking records, including reconciliation of firm trust accounts, and list of bank contracts
- Process credit card payments
- Convert funds into foreign currencies
- Prepare T5s and NR4B forms for interest on matured investments
- Perform bookkeeping work, including posting data
- Resolve discrepancies in accounting records
- Contact lawyers to obtain or relay account information
- Process pre-bills and final billings on a monthly or on-request basis
- Transfer time/disbursements according to lawyers' instructions and firm guidelines
- Prepare itemized statements, bills, or invoices and record amounts due to compute fees and disbursements
- Petty cash
- Perform bookkeeping work, including posting data
- Assist upper management with special projects or other tasks as required
- Create bank reports (CDIC) for Several Condo Project accounts and Regular accounts.
- Data Entry ; OnCorp, Blizzards, Teraview, Postage, Open files, File retrieved from storage, etc.
- Billing; Invoices in both Word accounts and in PC-Law version, Write-offs, Pre-billed, etc.

- Administrator tasks

Transaction Processing Officer, CIBC, Scarborough, Canada — January – March 2017

- Receive requests from internal and external clients for processing financial transactions (e.g. sending cables, IBP's, preparing drafts/money orders and transferring funds between accounts)
- Process entries using multiple steps and involving unique situations (e.g. foreign exchange, corporate accounts) to ensure adjustments are posted directly to customer's accounts, operation centres or branches
- Verify documentation on file to ensure accuracy (e.g. fax agreement, signatures, special handling instructions, available funds); create new client files using an in-house database system and ensure client service charges are calculated and charged appropriately
- Receive requests and verify information against documentation, indicating any special handling instructions as dictated by the client; print and forward information as appropriate
- Remit and/or settle funds (e.g. cable, EFT, IDP, third party demands) using an in-house system to fulfill client requests
- Escalate non-conforming requests or those requests exceeding dollar limits to appropriate areas for authorization
- Complete clerical duties such as filing, faxing, photocopying, stationery ordering, typing basic information and modifying established spreadsheets to provide administrative support to department
- Keep informed on all changes to products and services, rules and regulations to ensure accurate processing of documents and perform accurate quality assurance checks
- Collect measurement information for job function following procedures and guidelines (e.g. volume and time) to track and report to Sr. Officer and/or Supervisor
- Strive to meet high customer service levels by processing incoming requests efficiently and in accordance with procedures and policies to meet Service Level Agreements
- Prioritize and organize workload based on risk/severity and documents required to ensure deadlines are met according to policies and procedures and service level agreements
- Train new incumbents and/or temporary staff on procedures and guidelines to ensure transfer of knowledge and consistency in process
- Cross train in other positions to assist/provide support to other team members/area(s) of equal value in peak times or on a temporary basis to meet or exceed Service Level Agreements

Customer service and bookkeeping, Froggabio, Toronto, Canada — August 2016-September 2016.

- Generate Sales Orders and invoices
- Process credit card in Moneris
- Manage accounts receivable collections and follow up with customers
- Account reconciliation
- Review accounts payable and process payment when due
- Perform basic bookkeeping entries and procedures
- Manage shared databases to ensure information is organized, timely, and accurate
- Deal directly with customers and vendors either by telephone or by email
- Respond promptly to customer inquiries
- Manage customer quoting process
- Provide estimates with pricing and delivery information

Accounting Clerk, Korman and Company, Toronto, Canada — October 2015- July 2016

- Maintaining all aspects of general and trust accounts for the firm
- Reconciliation in PC-Law and billing
- Account payable
- Account receivable
- Daily banking- Issuing cheques, certifying cheques, doing bank deposits)
- Bookkeeper – maintain an orderly accounting filling system, all books and financial records
- Introduction to PC-Law
- Verified the accuracy of invoices and other accounting documents or records
- Updated records detailing financial business transactions
- Complied data and organized files into spreadsheet to verify in T-account and in reconciliation Process.
- Monthly reporting and trust account reconciliations
- Recommended actions to resolve discrepancies
- Investigated questionable data
- Sent Intro files to lawyers and clerks
- Organized, boxed, and stored files by using Conveyancer Software
- Scanned old file into computer system to get rid of hardcopy

SUMMARY OF QUALIFICATIONS

- Excellent analytical and mathematical skills
- Exceptional communication, presentation, interpersonal, and negotiation skills
- Hardworking with a can-do attitude, maintains integrity and confidentiality
- Strong organizational skills, displayed through creation and execution of team events, meetings, and outing.
- Experience with Microsoft Office Program, Conveyancer Software, PC Law, SAP Business One, Sage 50 Pro Accounting, Moneris, Magento, Admin Panel, Sciquest, and able to learn various software and technologies
- Experience calculating costs, preparing bills, preparing quotations for freights
- Experience creating sales orders, sending invoices to clients, and collecting
- Experience in doing T-account, and reconciliation
- Ability to manage multiple priorities while paying attention to details
- Basic skill in Computer Programming: Scratch, HTML, CSS, C, and Python.
- Fluent in English and Thai

EDUCATION

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| • PUMP (The Preparing for University Math Program)
University of Toronto, Toronto, ON | 2017 |
| • Co-op Student
City Adult Learning Centre, Toronto District School Board, Toronto, ON | 2015-2016 |
| • English as a Second Language (ESL 3-5)
University of Calgary, Calgary, Alberta | 2013-2015 |
| • Bachelors of Science (Biotechnology)
Kasetsart University, Bangkok, Thailand | 2003-2007 |

REFERENCES

References are available upon request