

Mouhamed Diop Diop

Accounting

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📍 1555 Lakeview Blvd E Apt F SEATTLE,
WA, 98102

EDUCATION

STATE UNIVERSITY OF NEW YORK

Cobleskill, NY

*Bachelor's degree Business Administration
(Jun 2020)*

ADDITIONAL SKILLS

Journal Entries

QuickBooks

Accounts Payable

General Ledger Accounting

Accounts Receivable

Office Management

Tax Experience

Human Resources

Financial Statement Preparation

Microsoft Excel

Payroll

Financial Report Writing

General Ledger Reconciliation

Bank Reconciliation

Computer Skills

Project Management

Account Reconciliation

Research

Microsoft Word

GAAP

Sales

Personal Assistant Experience

Languages

CAREER OBJECTIVE

Hard-working professional with 2+ years of experience and a proven knowledge of accounts payable, reporting, and reconciliation. Aiming to leverage my skills to successfully fill the Accounting role at your company.

EXPERIENCE

ACCOUNT PAYABLE SPECIALIST AT SCRIPPS RESEARCH

Jan 2021 - Present

- Reconcile invoice to purchase order and verify invoice price and quantity billed match the purchase order
- Resolve price and quantity discrepancies with the labs
- Processes invoices and request for payment vouchers for payment
- Investigate questionable invoices and purchase orders – takes appropriate steps to resolve
- Investigate and resolve complex vendor / invoice issues
- Reconciles monthly vendor statements
- Interact with departments, labs, and vendors to resolve invoice issues as well as respond to inquiries.

ACCOUNTANT

HarlemCPA, New York, NY / Jan 2020 - Dec 2020

- Managed accounts receivable and payables
- Prepared initial financial statements
- Calculated goods and services tax
- Processed and maintained payroll system
- Provided Quickbooks services
- Managed trial balance

CASHIER

Domino's, New York, NY / Dec 2014 - May 2015

- Operated register to handle cash, credit and debit cards transactions with customers
- Ensured pricing was accurate and issued change, receipts, and refunds
- Maintained log of transactions, answered customer questions, and resolved complaints
- Provided excellent customer service in person and over the phone

REFERENCES

**SCOTT FERGUSON, Business And Information Technology,
SUNY Cobleskill**

(518) 255-5462 - FergusSS@cobleskill.edu - Professor And Advisor

TAKHA NDIAYE, Accountant, HarlemCPA

(917) 733-9367 - info@cpaharlem.com - Former Manager

LANGUAGES

French - Expert

Arabic - Expert