

Merline Bhola

446 Hillbury Dr

Miss Ontario

L5R 0B1

mbhola@rogers.com

C: 647.229.3743 H: 905.501.0093

Excellent communication and organization skills to meet immediate and long terms goals
Strong commitment to cooperative teamwork and can work independently

EXPERTISE IN:

AS 400, SAP, MEDITECH, QUICKBOOKS, PROFILE

SENIOR ACCOUNTS PAYABLE /BILLING

ACCOUNTS PAYABLE)

IMAX COPR

JUL 2017-PRESENT

- Receive invoices and ensure proper authorization and coding, enter and post invoices/expenses into sub ledger, Match and process all PO related invoices
- Prepare weekly cheque runs, wire & ACH/EFT payments, match cheques to back-up and organize for authorization,
- Assist with month-end close process as it relates to Accounts Payable
- Maintain – employee expense and supporting documents are received and checked against guidelines, Maintain, organize and file vendor/employee expense files
- Respond to internal/external inquiries within 24 hours
- Familiarity with multiple currencies and international vendors/employees
- Post transactions to journals, ledgers and other records, Monitor accounts to ensure payments are up to date (reviewing vendor statements)
- Other duties and responsibilities assigned by manager

FINANCIAL SERVICES CLERK

TRILLIUM HEALTH CENTRE

OCT 2011- MAR 2017

- Review, verify and enter into the accounts payable sub-ledger invoices for goods and services, utilities, and employee expense claims
- Processing all employee expense claims and maintaining the filing system of all the employee expense documents for the whole organization.
- Ensure accuracy of data entry, authorization requirements, account distribution and that transactions comply with financial policies when matching high volume of time sensitive invoices to a purchase order through Meditect
- Ensure that expenses and invoices are entered in a timely manner so that payments may be processed within the established payment and discount terms
- Getting the appropriate manager's approval. Follow up on outstanding invoices and invoices on hold - by reviewing the 'Invoices on Hold, follow up on vendor inquiries and ensure all issues are promptly rectified so that invoices can be paid within the specified payment terms' report

- Other duties as assigned – such as month-end journal entries and accruals, vendor's enquiries, stop payment, setting up new vendors.

SENIOR. ACCOUNTANT

DIOGUARDI TAX LAW LLP / POWER TAX CORP.

Nov 2008 – Oct 2011

- Review, prepare, and enter client data for preparation of financial reports in preparation of their taxes – using Profile software. Perform basic bookkeeping functions including A/R, A/P, and payroll.
- Manage general ledger reconciliation and journal entries, Reconcile bank statements and accounts, Create various financial reports based on client needs – using QuickBooks
- Prepare information related to tax filings including T4 etc., sales, and Corporate tax.
- Communicate with clients promptly and professionally,
- Keep clients up to date on deadlines and their requirements, Prepare monthly and annual government statutory remittances, Analyze monthly balance sheet accounts. Obtain backup, investigate issues and take necessary corrective action
- Perform a variety of general administrative duties including answering the phones, creating mailings, and ordering office supplies.

Billing Clerk

DHL Global Forwarding

Nov 2007-Oct 2008

- Responsible for Weekly labour Billing and Vendor Cost and Monthly facility rental
- Coding , matching , batching and vouchering invoices for Accounts Payables using SAP
- Rating (LTL & FTL) and billing / Invoicing customers timely and accurately
- Process debit and credit memos
- Set up vendors accounts and update as required
- Accepting line haul orders through Freight Assist & updating POD
- Contact clients for discrepancies returns and shipment issues etc.
- Provide assistance to A/R and A/P dept. and follow end procedures
- Facilitate customer care concerns within escalation protocols
- Actively participate in document and maintain accurate records in the appropriate system or database team meetings

Accounts Payables / Billing

Desco Plumbing & Heating Supply

Aug 1998- Nov2007

- Handled full cycle Accounts Payables, Sorted daily incoming mails and distributed to various department
- Coded and processed invoices in a timely and accurate manner into - AS400 ,Matched invoices to PO's, coding and entering all invoices
- Responsible for cheque runs on a weekly basis, matching cheques to invoices, Verified payment amounts and prepare cheques to be mailed
- Verified payment amounts and prepare cheques to be mailed
- Reconciled cheques and Vendor Statements to the Accounts Payables Aging

Fwd: Account Lead - BDP Canada ULC

From: Barry Murphy (barry.murphy@bdpint.com)
To: Barry_murphy@rogers.com
Date: Wednesday, November 21, 2018, 11:55 AM EST

Barry Murphy
Country Manager - Canada



BDP International, Inc.
#801 - 10 Carlson Court, Etobicoke, Ontario, Canada M9W 6L2
+1 (905) 602 0200 ext. 1550 (o) | +1 (437) 886 1550 (d) | +1 (905) 260 9167 (m)
barry.murphy@bdpint.com

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----- Forwarded message -----
From: **MERLINE BHOLA** <mbhola@rogers.com>
Date: Wed, Nov 21, 2018 at 11:40 AM
Subject: Re: Account Lead - BDP Canada ULC
To: Barry Murphy <barry.murphy@bdpint.com>

- 5312
CDN
+ ENGLISH

I am presently looking for a fulltime role, since I was in a contract- now it's coming to an end since the person I was filling in for is coming back to work
I am interested in this position since it's my specialty- where I can utilize my skills and learn new environment about your company and finally I would love to grow within your company
Thank you

[Sent from Yahoo Mail for iPhone](#)

On Wednesday, November 21, 2018, 11:35 AM, Barry Murphy <barry.murphy@bdpint.com> wrote: