**MALLIKA S. KHUON**

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(203) 230-2686 (h) \* (203) 623-8412 (c)

[mkhoun70@yahoo.com](mailto:mkhoun70@yahoo.com)

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May 16, 2011

Hiring Manager

J. Morrissey

Connecticut

Dear Hiring Manager:

This letter is to express my interest in the Accounts Payable Specialist position listed on Jmorrissey.com. Base on my skills in accounts payable. I am confident that I would be a great addition to your team.

Enclosed is a copy of my resume for your review. As my resume reflects, I have over ten (10) years’ experience in accounts payable. During my time at Stevenson Lumber, I handled all vendor invoices. I match their purchase order and cut their checks. Also, take cash and checks to the bank for the deposit. In an effort to keep my skills current and up to date, I am currently pursuing further education at Gateway Community College.

I am a mature individual, who is dependable, reliable, detail oriented and a true team player. I pride myself on my ability to multi task and ability to “roll with the punches”. Given my work experience, personality and maturity, I will make an excellent addition to any organization.

I welcome the opportunity to meet with you further to discuss my qualifications. I will contact you on Wednesday 18, 2011. Please feel free to contact me at 203-623-8412 or via email at [mkhoun70@yahoo.com](mailto:mkhoun70@yahoo.com).

Sincerely,

Mallika S. Khuon

ENCLOSURES

**MALLIKA S. KHUON**

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**DETAIL ORIENTED ACCOUNTS PAYABLE SPECIALIST**

**SUMMARY**

Extensive work experience in Accounts Payable; Career oriented expertise in accounts payable, accounts receivable, collections, administrative assistant, office assistant, bookkeeping, and customer service. Well versed in computer technology.

**TECHNICAL SKILLS**

|  |  |  |
| --- | --- | --- |
| * Internet Savvy * Typing 60 WPM * Falcon Software | * Microsoft Word * Microsoft PowerPoint * Microsoft Excel | * Microsoft QuickBooks * Report Generation * Data Information Software |

**CORE SKILLS**

|  |  |  |
| --- | --- | --- |
| * Accounts Receivable * Accounts Payable * Bank Reconciliations | * Journal Entries * Bookkeeping * Customer Relations | * General Ledger * Team Leadership * Billing Functions |

**EXPERIENCE:**

**Accounts Receivable/Collection Specialist** 2008-2009

CooperSurgical Inc., Trumbull, CT

* Handled all distribution accounts.
* Provided Customer Service to National and International accounts.
* Reconciled accounts for charges and credits.
* Applied payment and write off accounts and tax adjustment.
* Reconciled deliveries for tax exempt according to tax laws that vary from state to state.
* Performed audits on accounts to ensure compliance.

**Accounts Receivable/Credit Assistant** 2006-2008

Stevenson Lumber, Stevenson, CT

* Balanced over 1500 accounts for seven different company locations.
* Ensured collections of accounts for agreed terms.
* Reconciled daily cash totals.
* Refunded credits where needed.
* Matched vendor invoices; Cut checks to vendors.
* Monthly statements to customers.
* Facilitated lien waivers, write-offs and adjustments.
* Filled in for manager(s) when needed.
* Trained other employees in office procedures when necessary.
* Certificate of notary public.

**Page 2 Mallika Khuon**

**Data Entry/Inventory Clerk**

Finlay Distribution Center, Orange, CT 2004-2006

* Performed data entry for the repair department.
* Assured every piece of jewelry was properly tagged.
* Handled all customer questions and concerns through telephone calls or e-mail.
* Performed Quality Control following completion of repairs.

**EDUCATION**

**Certificate in Bookkeeping** Anticipated Graduation, 2011

Gateway Community College, New Haven, CT

**B.S. Business Management** 2005 Albertus Magnus College, New Haven, CT

**A.S. Business Administration**  1999

Monroe College, Bronx, NY