CHIMA CHRISTIAN

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Professional Summary

A highly motivated and dedicated Full Cycle Accounts Payable Specialist with 4 years’ experience working in a fast-paced environment.

Skills  Experienced with Large ERP’s and Scanning tools: SAP, SAGE, Oracle, Microsoft Dynamics (Great Plains), Chrono scan and ImageNow.

* Strong Communication and Interpersonal skills.
* Good Excel Skills (V-Lookup and Pivot Table).
* MS Office, MS Teams and MS Outlook.
* Ability to learn quickly and take initiative.
* A Great Team Player.
* Excellent organizational skills and strong work ethic.
* Capable of Achieving Goals in a Timely Manner.

Work Experience

# 2020 - Current Accounts Payable Specialist- Peace Global, Arlington, Tx

* Process invoices using the 2-way and 3-way match.
* Process expense invoices by obtaining approval and general ledger code from the respective territory manager.
* Invoice processing ERP's are SAP and SAGE.
* Use Chronoscan to scan invoices into the system.
* Daily invoice processing target of 130 to 150 invoices.
* Check runs done every Thursday.
  + Research past due invoices and reconcile vendor statements, research, and correct discrepancies.
  + Assist with month end reporting by ensuring that all expense invoices are processed by the end of each month.

# 2017 - 2020

**Accounts Payable Specialist – Chewy LLC, Dallas, Tx**

* + Processed invoices using Oracle and Microsoft Dynamics (Great Plains).
  + Scan invoices using ImageNow.
  + Manually sort and stamp invoices daily.
  + Process up to 120 invoices daily.
  + Correspond with vendors on all discrepancies and enquires developing vendor relationships.
  + Check runs once every week.

Education Federal **University Of Technology Akure**

Computer Science (BSc)