

John Professional

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SUMMARY

I am a certified accountant with a one year experience as a bookkeeper managing the full banking and treasury management system. I also have experience supporting the treasury management team reconciling subsidiary bank accounts and developing strategies to reduce time for the accounts receivables.

EXPERIENCE

ACME INC.

BOOKKEEPER.....`...January 2021- Present

- Supported the accounting team in reducing the accounts payable requests by 20% using optical character recognition software in invoice data entry.
- Mentored two interns with one getting a return offer from the company.
- Accelerated supplier invoices processing by 2 days increasing vendor satisfaction for the company.

SKILLS

Netsuite ERP System

- Highly proficient in the Netsuite ERP system streamlining data sharing with other teams.

Microsoft Office Suite

- Highly proficient in the Microsoft Office suite for collaboration and asynchronous communication with other team members.

EDUCATION

Kenyatta University

(January 2015- November 2019)

Bachelor of Commerce (Accounting)

Msomi Secondary School

(March 2011- November 2014)

KCSE