

# STEVEN PHAM

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## SUMMARY

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Highly motivated proven team leader with experience in managing both accounts payable and receivable departments of any setting through strong communication and customer service skills. Budget management and specialized in financial planning to help process improvements and standardization. Excellent analytical planning and forecasting with the ability to dive into detail, analyze key issues, identify insights, and develop actionable recommendations. Adapts seamlessly to constant evolving accounting expectations and technology. Pays attention to details to acquire honest, accurate, and timely results regarding sensitive information in respects to business. Flexible to conditions and targets strong work ethics to the best ability.

## HIGHLIGHTS

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- Microsoft Office / Microsoft Word / Microsoft Excel
- Languages: English / Vietnamese
- SXE Programming
- QuickBooks

## PROFESSIONAL EXPERIENCE

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### 2016 – Present Nexus Disposal LLC

Houston, TX

#### 2016 – Present *Accounts Payables Manager*

- Perform accounts payable functions for monthly cash flow projections for CFO and CEO to provide guidance on accurate payment status and support business requirements
- Control and maintain vender master files to avoid duplicate and fraudulent payments and to seek volume rebates and cash discounts, thereby saving on company expenses
- Support for internal and external mail functions, assist in payroll, billing, sales department, and phones to maintain office balance
- Manage and responsible for inspection and registration for fleet of trucks (50+) to comply with state laws and to avoid traffic violation infringement
- Responsible for managing office, building maintenance, and shop supplies to ensure smoother operations

### 2012 – 2016 R.S. Hughes Company

Houston, TX

#### 2012 – 2016 *Accounts Manager*

##### *Accounts Payable*

- Manage and approving incoming bills to identify fraudulent invoices and source cost reduction for office supplies and utilities
- Generated fiscal year cost projections for internal office use for employees

##### *Accounts Receivable*

- Perform account receivable functions to decrease outstanding balances from \$50,000 to \$1,000 on a monthly basis
- Responsible for all invoice creation, credit memos, tax credits, credit write offs, and W-9's to assure and simplify audit requirements and monitor information usage to understand accessing and distributing information
- Negotiate pricing and collecting dues to facilitate payment statuses through company vendors
- Oversee remote warehouse systems to assure inventory flow

## EDUCATION

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Summer 2013 **University of Houston**  
Bachelors of Science, Biology

Winter 2007 **Lonestar Community College**  
Associates in Science Degree

Houston, TX

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