

JAMES PHILIP

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The Accounting job is responsible for providing financial and administrative in order to ensure effective, efficient and accurate financial and administrative operations. To this position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career. An enthusiastic Energetic and positive attitude with profound communication skills both verbally and written. Highly trustworthy, discreet and ethical.

EXPERIENCE :

2001 – 2012 ACCOUNTS PAYABLE CLERK, COMBINE INTERNATIONAL Lead Accounts Payable For Gold Manufacture Company.

2014 – PRESENT ACCOUNT PAYABLE & RECEIVABLE MANAGER, THE WOODLANDS SPECIATY HOPITAL

Handle all Payable and Receivable for 15 different entity. Prepare 1099 Bank Reconciliation, Insurance Copay Reconciliation ** Done Couple Of Remote Position for Date Entry Positon and accounts payable for J & J Software Tech Company.(4 Months and 1 Year Project)

EDUCATION :

JANUARY- 2017

BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING

SKILLS

<ul style="list-style-type: none">● Team building Skill● Very Effective Organization Skill● Attention to detail and high level of accuracy	<ul style="list-style-type: none">● Decision Making Skill● Analytical and Problem Solving Skill● Time Management Skill
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