

Kiet Phan

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Seeking a position in the Accounting department of a company that offers a great working experience with room for growth.

#readytowork

Authorized to work in the US for any employer

Work Experience

Accounts Payable Clerk

STG LOGISTICS

2018 to 2019

- * Processed invoices for the Accounts Payable department to ensure timely and efficient payment of active and outstanding contracts.
- * Worked closely with top level management such as the CFO, CIO, and the VP of Finance to gain further information regarding the cost allocation of invoices. Then, obtaining approval signatures for those invoices exceeding a certain amount.
- * Effective communication and dialogue established through e-mail and phone conversations with AP staff at our other offices and vendors every day to ensure invoices were processed correctly and in a timely manner.
- * Used the Sage MAS 500 accounting system and Microsoft Excel daily, then later transitioned into Docuware to process invoices and request for payment approvals.
- * Improved payment efficiency and reduced input time by converting a number of invoices to autopay through communicating with vendors.
- * Managed over 50 accounts in regards of processing invoices, getting payment approvals, and getting them paid while building up and improving relationships with vendors.

Office Clerk

VLS

2014 to 2015

- * Assisted with daily office duties making me proficient with shipping, receiving, plus Microsoft office.
- * Proficiently dealing with customers and vendors on a daily basis and improving relationships.

Front Desk/ Concierge

RAMADA INN - South El Monte, CA

2010 to 2013

- * As the Front Desk Clerk, I was efficient in assisting customers with check ins and check outs.
- * I learned how to work with multiple people on a day to day basis.
- * Picking up phone calls and helping customers with issues made me efficient in problem solving.

Education

B.S. in ACCOUNTING

CALIFORNIA STATE POLYTECHNIC UNIVERSITY POMONA

2018

Associate in BUSINESS MANAGEMENT

MT. SAN ANTONIO COLLEGE - Walnut, CA

2010 to 2015

Skills

- Sage
- Accounts Payable
- Excel