

# Nestor Littaua

Encino, CA 91316

[nestorlittaua8\\_ohq@indeedemail.com](mailto:nestorlittaua8_ohq@indeedemail.com)

661-998-7999

#readytowork

## Work Experience

---

### **Accounting Manager, Shipping Manager**

CORPORATE DISTRIBUTIONS INC

April 1996 to May 2020

- In-charge of the overall management of the accounting department.
- Processing invoices and issuing payments
- Processing payroll
- Processing incoming payments
- Performing day to day financial transactions
- Verifying shipping for content
- Receiving packages
- Ordering supplies
- Ship orders

## Education

---

### **Bachelor in ENGINEERING**

ADAMSON UNIVERSITY

June 1975

## Accounting Licenses

---

**n**

## Skills

---

- 18 years working experience in accounts receivables, accounts payable, payroll, mail processor, shipping
- Ability to work under pressure
- Knowledge QuickBooks and MBA Software
- Excellent attention to detail
- Excellent time management and organization skills
- Strong communication skills
- Microsoft Word and Excel proficient
- Office Management

- Journal Entries
- Account Reconciliation
- Bank Reconciliation
- General Ledger Accounting
- Data Entry