

Imad Aziz

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(424) 247-3416

Work Experience

Accountant (Contractor)

FinAcco

August 2019 to Present

Responsible for invoicing all clients through Quickbooks

- Categorize all company expenses on a monthly basis

Accountant (Contract)

3PL Central

August 2018 to April 2020

Responsible for approving and processing new business and existing contracts related to subscription features

- Responded to client payment inquiries while maintaining and updating customer accounts
- Utilized Excel for analysis of multiple data sets
- Located and reported on discrepancies causing late payments
- Assisted in collections processes, created and updated aging analysis in Excel
- Facilitated payment of invoices due by sending bill reminders and contacting clients via NetSuite and SaasOptics
- Reconciled and analyzed company credit card expenses on a monthly basis
- Managed and processed all company expense reports
- Responsible for some vendor correspondence via NetSuite and Salesforce
- Reconciliation of accounts receivable ledger to ensure that all payments are accounted for and properly posted

Accounts Payable Intern

L3Harris Technologies

May 2018 to August 2018

Performed day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data

- Processed accounts and incoming payments in compliance with financial policies and procedures
- Sustained the goal of processing 125-150 invoices per day while efficiently managing high workload
- Responsible for ensuring on-time payments and maintaining positive vendor relationships for over 200 L3 suppliers

Education

Bachelors of Science in Finance

Cal State University
June 2022

A.S. in Business Administration

El Camino Community College
August 2017 to June 2020

Skills

- Advanced Proficiency in Microsoft Excel (Vlookup, Pivot Tables, SUMIFS) and Office 365
- Proficient in NetSuite, SaaSOptics (Accounting Software), Salesforce, and Quickbooks
- Credit Analysis
- Accounts Payable
- Journal Entries
- Office Management
- Financial Analysis
- General Ledger Reconciliation
- Bank Reconciliation
- Accounting
- General Ledger Accounting
- Financial Report Writing