

# Wladimir Rosas Figueredo

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(609)940-2768

Authorized to work in the US for any employer

## Work Experience

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### **Junior Accountant with Accounts Payable**

ELS Services

October 2019 to June 2020

10/2019--06/2020

- Process check requests and expense reports on a regular basis
- Accurately review, code, and process vendor invoices
- Perform monthly reconciliations
- Maintain a large number of vendor accounts while staying in compliance with company policies and procedures
- Perform data entry associated with accounts payable
- Review and reconcile invoice discrepancies
- Address and respond to vendor inquiries
- Maintenance the vendor update

Skills & Software:

- Microsoft Office (Excel, Word, Outlook)
- QuickBooks
- Powerhouse Software
- Understand procedures related to Document Control, Quality Assurance, and bookkeeping.
- Bilingual Spanish
- NetSuite
- Tipalti

### **Accounting Associate (Contract)**

Lifetime Brands

January 2019 to June 2019

- Maintained accounting system for inventory, purchases and sales.
- Processed journal entries, online transfers and payments.
- Responsible for bi-weekly payroll processing.
- Sorted, coded and processed invoices in system.
- Managed accounts payable vendors.
- Completed monthly and quarterly tax reporting and payment.
- Reconciled bank and credit card statements.
- Performed general office duties and administrative tasks.
- Collected payments for customer billing and posted to the general ledger.
- Corresponded via email and telephone collecting on past due accounts.

- Created and updated Excel spreadsheets to document office activity and create reports.
- Prepared banking entries and processed all bank deposits.
- Edited and proofread technical / manuscripts.

## Education

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### **Bachelor Degree Accounting in Accounting**

University Of SANTA MARIA - CARACAS, VE

October 2018

## Skills

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- Document Management
- Accounts Payable
- NetSuite
- QuickBooks
- General Ledger Accounting
- Account Reconciliation
- Bank Reconciliation
- Accounts Receivable
- Data Entry (2 years)
- Excel (3 years)
- Word (3 years)

## Assessments

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### **Data Entry Clerk — Highly Proficient**

May 2020

Maintaining data integrity by detecting errors.

Full results: <https://share.indeedassessments.com/attempts/851a177dc82cce4cc29179d2217f5c50eed53dc074545cb7>

### **Accounting Skills: Bookkeeping — Proficient**

May 2020

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/16d3e96f870c315d4284d994aba98bb1eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/16d3e96f870c315d4284d994aba98bb1eed53dc074545cb7)

### **Basic Spreadsheets with Microsoft Excel — Proficient**

May 2020

Measures a candidate's knowledge of basic Microsoft Excel techniques, including sorting, formatting, and filtering of columns or rows.

Full results: <https://share.indeedassessments.com/attempts/eef30e821352ff8673301097bd1def18eed53dc074545cb7>

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