

Miriam Vince Cruz

Glendale, CA 91206

miriam25223_f6k@indeedemail.com

(323) 868-0356

Seeking a challenging and rewarding position in a progressive company where I will be able to contribute the firm's achievement by utilizing my education, work experiences, cooperative spirit and dedication.

#readytowork

Authorized to work in the US for any employer

Work Experience

Administrative Accounting Assistant

Sundry Clothing

November 2019 to March 2020

Responsibilities: In-charge of Accounts Payables, Vendors & others Checks Printing every week. Handled Checks Bank Deposit online. Posting Payments on Cash Receipts Journal. Posting Journal Entries in the General Ledger. Filing Accounting Records/Documents on File. In-Charge Employees Personnel Files. Assist Controller with other accounting duties and responsibilities

Reason: Due to COVID-19 the Company was temporary shutdown and no information if the company will still re-open if the government will lift the Pandemic COVID-19 stay home bans order.

Accounting Clerk

SAS Textiles, Inc - Vernon, CA

September 1998 to September 2019

Responsibilities: In-charge of Accounts Payables, data entry, checks preparations every week. Accounts Receivables, Invoicing, Collections, Posting payments in Cash Receipts Journal. In-charge processing Merchants credit cards payments. Handled Checks Bank Deposits on Line. Sending assignments to Factors. Bank Reconciliation & Factors Reconciliation. Chargeback, Credit/Debit Memos. Posting Journal Entries in the General Ledger. In-charge Employees Personnel Files. Compute Employees Time card and generate ADP payroll checks every week. Maintain Construction Records and Other Companies Investments. Assist Controller to submit Year-End reports to CPA Firm.. Filing accounting records/documents and other related accounting duties

Reason for leaving: Laid off (Employees Reduction In work Force)

Part-Time Accounting Assistant

The Huntley Hotel - Santa Monica, CA

May 1998 to August 1998

Responsibilities: Perform Data Entry of daily transactions/ Sorting Customers/Guest Records on File. Posting guest payments and assist the Assistant Controller with other clerical duties

Reason for leaving: Part-Time Only

Bookkeeper

L.A. Computer Center - Inglewood, CA
January 1995 to February 1998

Responsibilities:. Accounts Payables, data entry, checks preparations every week. Accounts Receivables, Invoicing, posting payments, collections. Compute Employees Time Card every two weeks and called-in ADP Payroll. Filing and assist Controller with other related accounting duties and responsibilities

Reason for leaving: Went back to Philippines

Education

Bachelor of Science in Business Administration

Adventist University of the Philippines

Skills

- Computer Literate
- Sage MAS 90
- MS Word
- MS Excel (10+ years)
- AIMS360
- QuickBooks