



Fnu Very John

📍 Sacramento, California 95829 📞 9167459032

✉️ armaanjelly@gmail.com

WEBSITES, PORTFOLIOS, PROFILES

- <https://www.linkedin.com/in/very-john-4bb25919a/>

PROFESSIONAL SUMMARY

Dependable accounting professional acknowledged for reliability, integrity and quick-learning ability. Highly skilled in Accounting and finance with eye for identifying and correcting errors. Dedicated with strong work ethic and resourceful nature.

ACCOMPLISHMENTS

- Supervised team of 5 staff members.
- Earned "month's Best employee Award" award for highest number of insurance policies and Deposit funds.

SKILLS

- Truck Driving
- Financial statements expertise
- Month-end reports
- Loan and Account Monitoring
- Customer Service
- Invoicing and Billing
- Accounting Software Proficiency
- Journal Entries
- Communication Management Professional

WORK HISTORY

COMMERCIAL TRUCK DRIVER

03/2022 to CURRENT

S&B Trucking. | Sacramento, CA

- Participated in ongoing training opportunities for personal growth and development as driver within industry.
- Spoke professionally with customers regarding complaints, gathering all necessary information to make educated decisions and address issues.
- Complied with truck driving rules as well as company policies and procedures regarding safe vehicle operations.
- Maintained a perfect safety record with thorough pre-trip inspections and adherence to traffic laws.

CASHIER TEAM LEAD

02/2021 to 02/2022

Seven Eleven | Sacramento, CA

- Streamlined cashier operations for improved productivity and reduced wait times.
- Resolved escalated customer disputes with special actions such as discounts.
- Enhanced customer satisfaction by efficiently processing transactions and addressing inquiries.
- Demonstrated product features, answered questions and redirected objections to highlight positive aspects.

ACCOUNTING CLERK

04/2016 to 11/2019

Punjab And Sind Bank | Punjab, India

- Supported customers by processing transactions and documents on

daily basis.

- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Implemented new accounting processes to decrease spending and work flow downtime.
- Used accounting software (Finacle 9.0) &(microsoft office)to prepare weekly and monthly financial reports.
- Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments.
- Applied proper codes to invoices, files, and receipts to keep records organized and easily searchable.
- Generated comprehensive reports for senior management, covering key financial metrics.
- Maintained excellent financial standings by working closely with bookkeeper to process banking transactions.

EDUCATION

B.comm Proff | Accounting And Finance

04/2012

Saint Soldier College, Phawara, Punjab , India

LANGUAGES

English

Full Professional

Hindi

Native or Bilingual

Punjabi

Native or Bilingual