

## YUMENG KANG

### PROFESSIONAL SUMMARY

Detail-oriented and highly qualified bookkeeper with extensive experience in accounts payable, accounts receivable, payroll, reconciliations and period end reporting. Proficient in accounting software including Quickbooks (desktop and online), Sage 50 and Xero. Hard working and dedicated fast learner and always eager to grow skill set.

### SKILLS & ABILITIES

- Quickbooks (desktop & online)
- Sage 50
- Xero
- Customer service
- Mathematical Acumen
- Strong organization skills
- Creative problem solver
- Effective Time Management
- Advanced Computer proficiency
- Mandarin

### PROFESSIONAL EXPERIENCE

#### **BOOKKEEPER, L.W. ACCOUNTING SERVICES, TORONTO, ON JULY 2016 - MAY 2017**

**Learned solid skills and grew with the start-up bookkeeping services firm**  
Provided day to day accounting services to 4 clients in different industries including advertisement, IT, real estates and wholesale. Performed cheque runs and bank/credit card reconciliations. Generated sales invoices using Quickbooks online. Monitored payments due from clients, made deposit and recorded client payments. Filed WSIB and HST returns. Created bookkeeping procedure guidance for new employees. Built up and organized both hard copy and soft copy filing systems. Primary contact for clients and vendors.

#### **BOOKKEEPER, THE FIFTEEN GROUP INC., TORONTO, ON JUNE 2017 - JUNE 2018**

**Successfully managed 6 clients' profiles in a fast-paced working environment**  
Exposed to full cycle bookkeeping. Quickly learned and worked on 15 client profiles in the restaurant industry and was able to take full responsibility for 4 of them after 2 weeks and eventually grew to 6

### EDUCATION

#### **SENECA COLLEGE - COMPUTER PROGRAMMING AND ANALYSIS, SEP 2021**

1750 Finch Avenue East, Toronto, ON

#### **UNIVERSITY OF GUELPH - B. COMMERCE ACCOUNTING, JUNE 2016**

50 Stone Road East, Guelph, ON