

My work college



**ASSIGN
BUSTER**

njoukeng t nanfack's resume135 Register Dr Newark , DE 19711 (302) 734-3035 Enterprising, hard-working and skilled accounts payable specialist known for accuracy, attention to detail and timeliness with +2 years' experience applying financial and managerial accounting practices currently undergoing the final phase of my military training (AIT) as a light wheel vehicle mechanic.

Key SkillsAccounts Payable Processes & ManagementInvoices/Expense Reports/Payment TransactionsCorporate Accounting & BookkeepingGAAP Standards & Government RegulationsVendor Negotiations & ManagementBudget development Cash flow report generationCost accounting| Auditing methodologyRecords Organization & Management|Journal Entries & General LedgerTeambuilding & Staff SupervisionSpreadsheets & Accounting ReportsCost/benefit analysisFinancial reportingProficient in both English and French languages| Professional ExperienceCustomer service associate, 12/11-07/12 (LOWE'S)Helping customer have a wonderful shopping experience by providing advice on the best choices available for their purchase. Accounts clerk, 7/09 to 8/11 (IRAD EKONA, Buea, Cameroon) Handled daily accounts payable processes; managed vendor/supplier relations; and oversaw the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions. Executed accounts receivable reporting enhancements and reconciliation procedures; performed debit, credit and total accounts on computer spreadsheets/databases, using specialized accounting software. Compiled financial reports pertaining to cash receipts, expenditures and profit and loss.

Received, recorded, and banked cash, checks, and vouchers as well as reconciled records of bank transactions. Managed accounting operations, accounting close, account reporting and reconciliations. Completed monthly, quarterly and annual bank reconciliations for 11 bank...