

8 pm - 5 pm

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John Aaron

Detail-oriented and self-motivated professional with of experience in financial reporting, taxation and accounting covering a variety of industries from start-up business, to corporates. Easy going by nature and able to work with all members of staff. Presently seeking a professional and satisfying role in a reputable company.

6-3 pm
am

Key Competencies and Skills

- Payroll Management
- Data Analysis
- Cash Management
- Software proficiency (QuickBooks & NetSuite)
- Critical Thinking
- Comprehensive Statement
- Financial Position and Cash Flow Statements
- Willingness to learn

Experience

AUGUST 2020 – PRESENT

Staff Accountant / HubDigit

(USA based multinational consulting company)

- Preparing and reviewing bank reconciliations with books for assigned portfolio on daily basis
- Preparing and updating weekly Dashboard for client.
- Reviewing and recording daily journal entries to reflect operational activity
- Preparing and processing both recurring and non-recurring monthly journal entries.
- Maintaining bookkeeping and accounting records, including general journal and cash accounts, bill paying, and monthly account reconciliation.
- Performing A/P, A/R functions including generating aging reports, posting of payments to the customer accounts, invoicing and processing checks and electronic payments
- Entrusted by the management, and to handle all the confidential information, Client bank accounts for processing payment via ACH, Account transfer & Wire and company financial information

OCTOBER 2019 – MARCH 2020

6 months

Representative & Medical Billing / E-Claim Solution

(USA based Medical Billing company)

- Receiving calls from patient/State to schedule for an appointment
- Maintaining good business relationships with client to encourage repeat appointment..
- Scheduling appointment in eClinicalWorks software.
- Calling Insurances to get patients eligibility, coverage & benefits & claim Status.
- Perform posting charges and completion of claims to payers in a timely fashion.
- Working on aging report to track down claim status.

E-claim

AUGUST 2017 – TO DECEMBER 2019

Accountant / Deific

(UK based IT company)

- Analyzed and maintained an adequate system of accounting records
- Responsible for presenting project cost reports
- Ensured all invoices were correctly coded and documented for payment within the period.
- Worked with vendors to ensure all invoices were paid on a timely basis.
- Develop in-house accounting experience
- Processing and maintaining of the staff payrolls
- Assessing the organization in yearly budget
- All duties performed under supervision of company's principal
- Recommended several money-saving steps be taken during the first few months of my employment

SEPTEMBER 2013 – TO SEPTEMBER 2015

Associate Accountant / Maya & Associates LLC

(U.S.A based multinational Consulting Company)

- Proficient user of Intuit QuickBooks for accounting tasks
- Administering payrolls such as weekly, bi-weekly, semi-monthly etc
- Filing and Paying payroll tax and sales tax monthly & quarterly
- E-filing & working on different forms like contractual (1099) W-2 W-4 etc
- Preparing and maintaining book-keeping
- Correspondence with the clients
- Prepare profit and loss statements, financials and other cost accounting reports
- Prepared tax returns for corporations, partnerships, and individuals using Lacerte Software.
- Helping supervisor and manager in completing tasks before meeting the deadline

AUGUST 2011 – TO JULY 2013

Accounts Executive / Worldwide Energy Logistics (Pvt) Limited

(U.K Based Multinational Freight Forwarding Company)

- Maintained and handled journal vouchers
- Deposited and withdrew cash from the bank
- Maintained financial records for the company
- Visited the banks for the payments, cheque clearance and other matters
- Accomplished accounting and organization mission by completing related tasks
- Secured financial information by completing database backups; keeping the information confidential

Assistant Operation

- Addressed walk-in inquiries, and scheduled appointments
- Dealt with shipping companies for issuance of delivery orders
- Maintained files, documents, computerized and manual records
- Checked and ensured complete documentation of import and export
- Compared, processed and maintained a variety of reports and documents
- Organized office operations and procedures with appropriate correspondence