

BRYAN GOMEZ

Accounts Receivable Clerk



✉ info@flowz.com

SOFTWARE PREFICIENCIES

- * Quickbooks Online
- * NetSuite
- * SAP
- * Financial Software

SKILLS

- * Finance
- * Bookkeeping
- * Spreadsheets
- * Databases and CRM

COMMUNITY INVOLVEMENT

- * Elected Associate Board Member – National Association
- * Volunteer – Make a Wish Foundation, Ronald McDonald House, Manila Rescue Mission
- * Volunteer – World Vision and Hand of Hope

PERSONAL INFORMATION

An accomplished accounts receivable clerk offering over 6 years of experience working in a high volume production environment; looking for a challenging position that enables me to utilize my knowledge and skills and to grow within the department.

Working gives me a lot of skills and experience that I believe make me best suited for the job position that is being offered with a position of accounts receivable clerk.

CORE COMPETENCIES

- On time delivery
- Punctual attendance
- Fast learner
- Operational Excellence
- Communication skills
- Adaptable
- Strong work ethic
- Dependable
- Team-oriented
- Positive attitude
- Time management
- Self-motivated

WORK EXPERIENCE

2016 - 2020 **Accounts Receivables Clerk** **Flowz Digital LLC**

- Maintaining bookkeeping databases and spreadsheets, updating information as needed
- Communicating with clients and customers to request and arrange payments
- Recording and tracking payments in databases
- Creating reports and balance sheets that document overall profits and losses
- Updating client accounts based on payment or contact information

2014 - 2016 **Accounts Receivables Clerk** **Office Beacon**

- Posts customer payments by recording cash, checks, and credit card transactions.
- Posts revenues by verifying and entering transactions from lock box and local deposits.
- Updates receivables by totaling unpaid invoices.
- Maintains records by microfilming invoices, debits, and credits.
- Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers;
- Resolves valid or authorized deductions by entering adjusting entries.

EDUCATION

2014 - 2016 **Diploma in Finance** **Phoenix Knowledge Institute**

2010 - 2014 **Bachelor of Economics** **De La Salle University**

THIS IS A SAMPLE RESUME