**Rachel Adams**

850 Sunbury Rd, Delaware, OH 43015

Contact: (740) 363-3200

Email: radams@freemail.com

**Career Objective:**

An experienced finance graduate with cash accounting expertise looking to work for an organization where there is ample scope for growth and development.

**Skills and Competencies**:

* Profound knowledge of the generally accepted fundamental accounting principles (GAAP)
* In depth practical knowledge of preparing financial statements and cash management
* High level proficiency in operating electronic treasury management system and the relevant computer applications like MS Excel, Power Point and Access
* Proven ability to handle large cash amounts responsibly
* Excellent analytical and communication skills
* Proven ability to co-ordinate detailed quantified plans
* Proven ability to work independently and also as a part of a team
* Excellent organizational, management and interpersonal skills

**Professional Experience**:

Cash Accountant, August 2012 - Present

Wilkinson Express Ltd, Newark, DE

Responsibilities Include:

* Ensuring accurate cash calculations and daily monitoring, researching, clearing and calculating credit card receipts as well as calculating credit card cash Assisting the Cash Management team in resolving track refunds and credit card issues
* Keeping and updating all the accounting records and forwarding the detail to the seniors as and when required
* Offering financial support for yearly audits of the organization ad following schedules or the same Responsible for the development of and modifications in the accounting systems

Cash Accountant, May 2009 - July 2012

Apex Graphics, Inc. Newark, DE

Duties Included:

* Making sure that all bank statements and credit card reports were received in time duly processed
* Making calculations and preparing monthly adjusting journal entries with all the records of bank fees, interest income, recurring ACH credits, auto pays, outgoing wire transfers, encashed as well as bounced cheques
* Resolving discrepancies if found in the bank records of payable transactions and bank listings
* Preparing the listing of in-transit items by noting the dates and amount individually

**Education**:

Bachelor's Degree in Finance, Delaware University, Newark, 2008

**Reference**:

Available upon request