**Tammy D. Pattern**

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**Job Objective:**

Certified, highly-focused and meticulous accounting professional seeking the position of Bookkeeper to maintain accuracy in accounts through detailed balancing of general ledgers, and performing necessary reconciliations.

**Summary of Skills:**

* Sound knowledge of generally accepted accounting principles (GAAP), bookkeeping principles, and exceptional data entry skills
* Adept at using computer applications, including MS Office and accounting software QuickBooks
* Extensive experience in managing cash, preparing monthly summarized reports, and checking documents for identifying discrepancies
* Capable of paying attention to details to organize records and recommend accurate solutions for resolving ledger issues to meet deadlines
* Detail-oriented with exceptional critical thinking skills, and problem solving approach
* Strong interpersonal and communication skills

**Work Experience:**

Junior Bookkeeper

Veld Cooper & Associates, Farmingdale, NY

November 2016 – Present

* Responsible for daily capturing of bank, petty cash and credit card statements for 100+ clients to prepare monthly financial reports
* Performing various functions including balancing accounts, processing sales invoices and payments, completing VAT returns, and keeping accounting system updated
* Processing data entries, updating company database, and identifying duplicated entries to reduce redundancies
* Collaborating with the account payable/receivable team to make accurate entries in the general ledger
* Working closely with the financial administrator to ensure timely processing of invoices, and billing of receivables/refunds

Accounting Associate

Lakeshore Incorporation Pvt. Ltd., Farmingdale, NY

February 2015 – October 2016

* Worked with accounting team to review account receivable balances, and reconciled customer accounts
* Researched and resolved cash or valuation discrepancies and reviewed daily reconciliation documents by accounting interns to prepare accurate summarized monthly reports
* Took responsibility to handle month closing duties including journal entries, updating the client database, performing account analysis, and reconciliations
* Entered client data using accounting software QuickBooks to maintain confidentiality of the information, and provided required data to the team
* Coordinated with the support team to handle incoming billing calls from vendors, answered questions from client/customer accounts, and accepted payments
* Performed general ledger accounting functions, including accounts payable and receivable reconciliations
* Researched outgoing billing entries and originated adjustment or reversal entries in the general ledger as directed by the supervisor

Cashier

Kmart Shopping Center, Farmingdale, NY

August 2013 – December 2014

* Developed a strong understanding of precise register functions, including processing of transactions and handling change for the payment
* Checked the cash drawers at the beginning and end of the shift to ensure adequate change for fast processing of transactions
* Took responsibility to scan the items in the cart, prepared accurate billing, and collected payment in cash or through debit/credit card
* Provided exceptional customer services to the shoppers with their requirements, solved customer queries, and complaints as needed
* Took responsibility to put up signs to help customers identify discounted items for weekend sales, and maintained a proper report of generated profits for next schemes
* Maintained a friendly and courteous demeanor throughout the shift while providing fast and effective services to the customers

**Education:**

* Bachelor's Degree in Accounting   
  Farmingdale State College, Farmingdale, NY   
  2013

**Certification:**

* Certified Bookkeeper, 2016

**Reference:**

On request.