



# ESSEX TEMPORARY SERVICES<sup>INC</sup>

Established 1966

1501 Broadway New York, NY 10036 • (Tel) 212-391-1515 / (Fax) 212-391-3624

**For further assistance call The Essex Companies at 212-391-1515**

ET 326299

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**Profile:** Leverage extensive work experience and formal accounting education to perform and improve accounting functions while reporting directly to administrative managers and senior accountants. Able to quickly master new concepts, systems, and methods needed to contribute in any environment.

**Skills:** Fluent in Urdu and Punjabi, Hindi Microsoft Office programs: Word, Excel, Outlook, QuickBooks, Sage, ADP, Epicore, BuroWare and strong communication skills and interpersonal skills, Typing speed 60 WPM

**Work Experience:**

**LIU ELECTRIC ENT.P.**

99 Madison Ave New York, NY 10016

2015 - 2016

**Office Manager, Payroll Specialist, A/R & A/P:**

- Collected and verified timesheets.
- Processed Payroll (School construction Authority SCA, TDX, AECOM, Board of Education BOE)
- Invoiced Vendors and suppliers plus Requisitions (A/R)
- Created spreadsheets to keep the record
- Assisted in coordination of construction projects
- Made payments on time (A/P)
- Placed orders for office supplies and distributed
- Scheduled, coordinated meetings and record keeping
- Answered phone calls

**CHARAN ELECTRICAL ENT.P.**

2714 39th Ave Long Island City, NY 11101

2014 - 2015

**Accounts Payable Clerk / Administrator:**

- Verified accuracy of billing data, enter invoices into accounting system
- Ensured bills are paid on time and that proper credits/discounts are received according to payment terms.
- Processed company payroll and accounts receivable as necessary.
- Updated vendor information in accounting software; review and maintain required documentation.
- Maintained record of employee's assignments, projects and vacation.
- Positively matched incoming invoices to appropriate purchase orders, updated accounting system for payment.
- Determined optimal pay date and scheduled check runs to pay invoices accordingly.
- Reconciled payments; researched and resolved discrepancies or late payments with individual vendors.
- Collected and verified timesheets.
- Processed Payroll (BOE, NYCHA)
- Communicated with vendors for ordering/ repairing of office equipment.
- Coordinated and maintained records of Accounts Receivables and staff.

**ULTIMATE ONE DIST, INC.**

57-07 31st Ave Woodside, NY 11377

2010 - 2014

**Administrative Assistant:**

- Answered phone calls and direct them, screen and transfer inbound phone calls, Received and directed visitors and clients,
- General clerical duties - Xeroxed, faxed and handled in/out going mail and maintained electronic and hard copy filing system.
- Retrieved documents from filing system, handled requests for information and data.
- Resolved administrative problems and inquiries, prepared written responses to routine enquiries, modified documents including correspondence, reports, drafts, memos and emails.
- Maintained office inventories and coordinated maintenance of office equipment.
- Coordinated and maintained records for staff, telephones, parking and petty cash

**Education:**

**York College, City University of New York**

12/2017

Jamaica, NY United States

Major: ACCOUNTING

**LaGuardia Community College**

12/2014

LONG ISLAND CITY, NY United States

Major: ACCOUNTING