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## Bookkeeper Office Manager Resume

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### Job Objective

Seeking a position with company in which to exercise my experience and training as a Bookkeeper Office Manager.

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### Highlights of Qualifications:

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- Huge experience in understanding principles of financial accounting and managing office account work and bookkeeping
  - Huge knowledge of general office procedures
  - Profound knowledge of data processing for various financial accounts
  - Remarkable ability to multitask and prioritize all work
  - Good understanding of accounting principles including receivables, payables
  - Exceptional ability to maintain confidentiality of information
  - Good communication skills in both oral and written forms
  - Skilled to adapt to changing requirements
  - Proficient with QuickBooks and Microsoft Office software
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### Professional Experience:

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Bookkeeper Office Manager  
Global Majic Software, Inc., Elmhurst, IL  
October 2008 – Present

- Administered everyday working of all office related functions.
- Maintained central filing systems and recorded personnel information.
- Managed accounting systems such as invoices and collections.
- Reviewed all figures and ensured accuracy of data.
- Monitored cash flow and forecasted monthly sales.
- Coordinated with coworkers and ensured a productive environment.

Bookkeeper / Office Admin  
MKB Construction, Elmhurst, IL  
August 2003 – September 2008

- Maintained records of all financial transactions and updated all accounting records of same.
- Evaluated all records and checked for accuracy of balance and postings.
- Prepared financial reports and tables and maintained records for same.
- Monitored accounts payable and receivables and maintained records.
- Reviewed items purchased and maintained inventory of all supplies and products.
- Performed all administrative duties for organization on a regular basis.

Bookkeeper Assistant  
Harmon Bonded, Elmhurst, IL  
May 1998 – July 2003

- Maintained records of all account receivables and accounts payables.
  - Administered efficient working of all special projects.
  - Managed all bank accounts and credit card reconciliations.
  - Monitored inventory of supplies and prepared records for same.
  - Planned cash flows and forecasted requirements.
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### Education:

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Bachelor's Degree in General Business  
Wesley College, Dover, DE

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