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# ENTRY LEVEL ACCOUNT PAYABLE CLERK RESUME

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## Objective:

Entry level position as accounts payable clerk where my experience and abilities are utilized for the benefit of the company.

## Summary:

- Knowledge of administration and accounting.
- Proficient in accounting programs, including ACCPAC, Deltek Advantage, Oracle, Peachtree
- Skilled in with clerical duties such as filing, faxing, scanning and photocopying.
- Ability to work independently.
- Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express.
- Ability to work under pressure as required during peak periods.
- Operating Systems: Windows9X, Windows2000, Windows ME, Windows XP, Windows Vista, Linux, UNIX and MS DOS.

## Education:

B.A., Business Administration  
Mexico State University, March 2009

## Professional Experience:

Auditor Internship, from May 2009 to August 2009  
abSolutions, Mexico

## Responsibilities:

- Prepared vendor checks for mailing.
- Handled accounts payables, account receivables and filing them.

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