**Ronald K. Crew**

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#### **Objective:**

To obtain the position of accounts receivable executive in an organization which offers opportunities to excel in the field through effective utilization of my extended accounting and clerical background and all-embracing financial and business management skills.

**Required Skills:**

* Fine ability to prepare routine administrative paperwork
* Ability to manage cash registers and accounting systems
* Excellent word processing and data entry skills
* Superior knowledge of payroll procedures and policies
* Appreciating record maintenance proficiency
* Good account balancing skills
* Capable of preparing financial reports
* First-rate communication and interpersonal abilities

**Computer Skills:**

* Microsoft Word
* Microsoft Excel
* Word Perfect
* Access Mainframes CS50, AS400, MV25000
* Peachtree Accounting

**Work Experience:**

**American International Inc., New York, NY**

**Accounts Receivable Clerk, 2007 - Present**

**Role:**

* Managing detail aging, computerized and manual cash batch, commission, data entry, order processing functions, and sales journal
* Performing research, study, review, and approving of current as well as new customers for credit accounts
* Sometimes, working as a communicator between the management staff, suppliers, staff factory, customers, general staff, and factoring companies
* Providing training for the new staff in areas such as client relations, system operations and procedures, etc.
* Interfacing with retail buyers and customers to speed up the orders
* Handling international processes surrounding daily billing, management, collection, settlement, general ledger, month end closing, and many other official duties
* Operating the Electronic Data Interface (EDI)
* Scanning and categorizing checks and payments on a daily basis

**The Myer Associates, Buffalo, NY**

**Accounting Clerk, 2005 - 2007**

**Role:**

* Creating documentations related to the details of purchase, travel, personnel, and other vital components of the company
* Conducting clerical duties such as answering telephone calls, checking and answering mails, meeting and welcoming visitors, and other similar tasks
* Preparing routine entries and post financial transactions
* Producing financial statements such as budgets, billings, and cost reports
* Helping in proper maintenance, arrangement, and efficient utilization of departmental equipment, inventories, and supplies
* Handling cash and cash related transactions and issue receipts
* Confirming and verifying account numbers and maintaining payroll and annual leave records

**Education:**

Master's Degree in Commerce in Accounting, 2005

Boston University, Massachusetts