**Donald K. Sumner**

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**Job Objective:**

Motivated, highly-dedicated, and competent individual seeking an entry-level position in the accounting sector with 'ABC Organization' to use my expertise in accomplishing tasks within deadline and providing maximum customer satisfaction.

**Summary of Skills:**

* Sound knowledge of generally accepted accounting principles (GAAP), basic accounting duties, and financial reporting
* Extensive experience in handling cash, and balancing cash register
* Familiar with bookkeeping and preparation of monthly sales reports
* Proficient in using MS office, Spreadsheet, database and maintaining records
* Strong attention to detail with ability to prioritize and accomplish tasks within deadline
* Exceptional numerical, organizational, and customer service skills
* Strong written and verbal communication skills

**Work Experience:**

Cashier/ Billing Coordinator

Stewart's Shops, Oklahoma City, OK

February 2017 – Present

* Handling cash, checks, and card payments and maintaining records of all
* Assisting the finance and sales personnel in maintaining monthly report of the account receivable
* Resolving customer complaints by giving appropriate guidance and referring serious issues to the upper management
* Keeping accurate records related to customer information, received payments, pending debts from product suppliers/vendors in the database
* Coordinating with the staff to keep updated record of transactions and preparing accurate monthly report
* Ensuring customers are billed correctly, and offered them prevailing discounts
* Counting cash in the drawer at the beginning and end of the shift to ensure there is enough change for smooth processing of transactions
* Greeting customers warmly, scanning purchased goods, answering customers' questions, and processing returns for the damaged items

**Internship:**

Accounting Intern

Crestline Financial Services, Norman, OK

August 2015 – January 2017

* Processed account payable and account receivable following instructions of senior accountants
* Ensure proper coding of respective accounts, and prepared invoices as per purchase orders
* Supported in filing and clerical duties to keep up-to-date database
* Coordinated with other interns to compile documents for special projects, including FAS audit, lease audit, tax packaged, and audit reports
* Assisted in month-end closing, including reconciling client accounts, and general ledger postings
* Entered vendor invoices in the accounts payable system, issued checks, and collected acknowledgment for the same
* Used QuickBooks, and Zoho Office Suite for various accounting activities
* Handled credit card processing, followed-up on pending dues, and answered client inquiry questions
* Provided assistance in various projects and performed necessary duties as required

**Education:**

* Master's Degree in Accounting   
  Oklahoma University, Norman, OK  
  2015
* Bachelor's Degree in Finance  
  Oklahoma University, Norman, OK   
  2012

**Certifications:**

* Certified General Accountant, 2014

**Reference:**

On request.