

James Marcus

ACCOUNTANT

Summary

Accounting professional with good experience in a target driven environment. Proven track record in consistently and committedly delivering the services which enhance the company's credibility and profitability.

Experience

Senior Accounts Executive

Sea Gamer Group For Importing And Exporting

Sep 2018 - Present

- Prepared journal entries, complete general ledger operations, monthly, year-end closings and draw up financial reports.
- Reconcile and maintain balance sheet accounts.
- Ensured proper recognition of revenue and expenses for departmental cost center activity.
- Administer accounts receivable and accounts payable from our banks and treasury.
- Handled our account in banks and confirm the balances with our system.
- Assisted preparation and coordination of the audit process ,implementing and maintaining internal financial controls and procedures. .

Corporate Accountant

M&M Mining Industry Jan 2016 - Aug 2018

- Make special files for each bank separately and include the following (bank statements, bank reconciliation, checkers, issuing bank, bank account, etc.)
- Preparing bank reconciliation and preparing weekly reports.
- Preparing daily limits for bank reconciliation.
- Follow up the opening of banking facilities of all kinds and conditions and the preservation of documents in the files.
- Issuing letters of guarantee (primary/batch/final) and keeping them in their files.
- Preparation of daily restrictions on the issuance or cancellation of letters of guarantee.

Courses

Diploma in Accounts

University of California, Los Angeles Aug 2016 - Sep 2017

Certified Financial Investment

New York University Dec 2015 - Mar 2016

Contact

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Skills

| | |
|-----------------------------|-----------|
| Financial Planning | ■ ■ ■ ■ ■ |
| Financial Accounting | ■ ■ ■ ■ ■ |
| Proactive worker | ■ ■ ■ ■ ■ |
| Public Speaking | ■ ■ ■ ■ ■ |
| Proficiency in spreadsheets | ■ ■ ■ ■ ■ |
| Research & Analytical | ■ ■ ■ ■ ■ |
| MS Office | ■ ■ ■ ■ ■ |

Languages

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|---------|-----------|
| English | ■ ■ ■ ■ ■ |
| French | ■ ■ ■ ■ ■ |
| Spanish | ■ ■ ■ ■ ■ |

Education

MBA (Finance)

New York University

Apr 2007 - May 2010

Bachelor in Commerce

University of Florida

Mar 2005 - Feb 2007

Awards

Employee of the Year

Mining Industry 2018-01-05

Referral

Will be produced on request

