




# Martin Ellison

ACCOUNTS EXECUTIVE

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## SUMMARY

Professional accounts executive with 8 years of experience in multi-national business accounts. Having good knowledge in reconcile and maintain balance sheet accounts and preparing financial reports and presenting in company board meetings.

## SKILLS

|                  |  |                      |  |
|------------------|--|----------------------|--|
| Misrosoft Office | <div><div></div><div></div><div></div><div></div><div></div></div> | Financial Accounting | <div><div></div><div></div><div></div><div></div><div></div></div> |
| ERP Systems      | <div><div></div><div></div><div></div><div></div><div></div></div> | Financial Planning   | <div><div></div><div></div><div></div><div></div><div></div></div> |
| Tally Accounting | <div><div></div><div></div><div></div><div></div><div></div></div> | Books Keeping        | <div><div></div><div></div><div></div><div></div><div></div></div> |

## EXPERIENCE

### Sr. Account Executive

**Royal Dutch Shell - Chicago, US** *Sep 2018 - Present*

- Administer accounts receivable and accounts payable from our banks and treasury
- Responsible for prepared journal entries ledger operations, monthly, year-end closings and draw up financial reports.
- Ensured proper recognition of revenue and expenses for departmental cost center activity.
- Reconcile and maintain balance sheet accounts
- Monitored and resolved bank issues including fee anomalies and check differences account/bank reconciliations
- Assisted preparation and coordination of the audit process, implementing and maintaining internal financial controls and procedures

### Accountant

**Procter & Gamble - US** *Apr 2013 - Dec 2015*

- Preparation of the entry of the daily Journal and Post Journal and his deportation in the notebook of the subcontractors' consultants, the analysis of the contractors, and to ensure that the site's sergeants and the exchange permissions are in line with the abstract technically and financially.
- Receipt of a copy of the cash permit from the treasurer - or the official in charge of the sites in the case of cash payment - and a copy of the check permission checks and a copy of the check-in the case of payment checks by the Issuer of checks to prepare the payment and transfer it to the analysis of contractors.
- Make special files for each bank separately and include the following (bank statements, bank reconciliation, checkers, issuing bank, bank account, etc.)
- Follow up statements of account and collections and seals with the bank official (daily - monthly - monthly)

## EDUCATION

### Masters in Financial Accounting

**John Kennedy University - Chicago, US** *Mar 2008 - Feb 2010*

### Bachelor Of Commerce (Honer)

**Northeastern University - Boston, Massachusetts** *Mar 2008 - Apr 2010*

COURSES

ERP Software  
Financial Soft Solution 2010  
  
Certification in Tally  
JNM Accounts Soft 2008

LANGUAGES

English  
French



German  
Spanish

