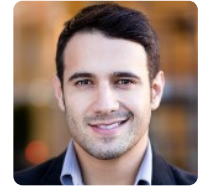


Quinn Russell

ACCOUNTS PAYABLE



Summary

With more than 1 year experience in accounting in garment manufacturer, I desire to apply to the position of Management Accountant to have an valuable opportunity to develop my knowledge of finance, in addition to dedicate my efforts for the sake of company advancement.

Experience

Service Accountant

H&Q ADVISORY COMPANY LIMITED *Aug 2017 - Jul 2018*

- Book value and preparing asset, liability, cost and capital account entries
- Complete monthly/annual tax reports, work with tax authorities over tax issues
- Arranging financial documents, legal documents for clients
- Manage and collect monthly income earned from client

Payable Accountant

FASHION GARMENTS COMPANY LIMITED *Nov 2018 - Present*

- Check documents and book expenses to proper accounts in AX system
- Follow accounts payable and arrange all payments before due date
- Reconcile bank accounts and prepare cashflow report
- Prepare accounts payable aging report and trade loan report
- Submit supportive document to the bank for trade loan and oversea payment
- Keep track of all payments: including payroll, PO, invoices, contracts, bank slips, etc...

Achievements & Skills Gained

- Good at controlling the outstanding balance of more than 200 suppliers
- Understand the procedure of garment production as well as factory cost
- Experience in working and negotiating with banks (HSBC, VCB)
- Learn how to manage cash flow and analyze payable accounts
- Proficiency in AX ERP Manufacturing system
- Ability to work under high pressure and solve problems quickly
- Improve negotiation skill, be willing to learn and be challenged by new things
- Fundamental knowledge about Law on Tax administration, VAS, Accounting Law

Contact

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📍 Chicago, Illinois, US
🌐 [linkedin.com/in/quinn](https://www.linkedin.com/in/quinn)

Skills

Quick calculation
Good time management
Ability to multitask

Languages

English
Japanese
French
German

Education

Masters in Business Administration

University of Pennsylvania

Major: Accounting GPA: 2.93/4

Bachelor in Business
Northeastern University

