

Joseph Duncan

JUNIOR ACCOUNTANT

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Finding a satisfying position where one can practice my skills within an appreciated pattern, Secure a rewarding and challenging position in the fields of Accounting and Sales with a quality organization leading to increase responsibility and career advancement.

SKILLS

Accounting General Math Skills Deadline-Oriented Reporting Skills Communication
Attention to Detail Coordination Thoroughness Quality Focus Microsoft Office

EXPERIENCE

Jun 2011 - Dec 2012

Junior Accountant Royal Dutch Shell

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
- Support month-end and year-end close process. Providing documentation and reports as requested and needed, including audits.
- Monthly reconciliation of prepaid expenses, deferred revenue, accounts payable, pledge schedules, etc.
- Providing documentation and reports as requested and needed, including audits.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliation.
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Dec 2013 - Feb 2014

Insurance Sales Representative (Under Training) Met Life Alico.

- Responsible for directly selling medical insurance plans to individuals and corporate accounts, as well as small and medium enterprises.
- Handled over calls per shift signing up new customers, retrieving customer data, presenting relevant product information and canceling services.
- Sells products using face-to-face selling techniques.
- Recommended life and medical insurance to customers, thoroughly explaining details.

Mar 2014 - Aug 2014

Customer Care Representative Verizon Communications

- Open and help customer accounts by recording account information
- Resolve service problems by clarifying the customer's complaint , determining the cause of the problem,selecting and explaining the best solution to solve the problem; expediting correction or adjustment following up to ensure resolution.
- Recommend potential services to management by collecting customer information and analyzing customer needs.
- Handle complaints, provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution.

Sep 2014 - Jul 2017

**Financial Planner (Life Insurance Producer)
InCore Life Insurance Company**

- Handled over calls per shift signing up new customers, retrieving customer data, presenting relevant life insurance policies information and canceling services.
- Collaborate with clients to introduce them with befitting risk management strategies.
- Analyze clients' current insurance policies and suggest additions or changes.
- Accomplish predetermined development goals by obtaining new clients.
- Providing awareness about the importance of insurance
- Aiding the Customers that selecting a suitable insurance policy.
- Preparing and Advising the customer's financial plan.
- Achieving monthly polices target sales .

Oct 2017 - May 2018

**Company Secretary
Great Investment And Urban Development.**

- Prepared and organized paperwork and other materials as needed for meetings, conferences,and expenses reports.
- Prepare, type and disseminate correspondence, memos and forms.
- Observe Attendance and departure of employers.
- Prepare and Publish an online advertisements for real estate such as OLX.
- Answered and directed calls using multi-line switchboard.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.
- Answered incoming calls, processed requests and relayed messages to appropriate personnel.
- Maintained a clean and organized working environment to enhance productivity.

EDUCATION

Sep 2006 - Jun 2010

**Accounting And Administration
The University of Texas at Dallas
Bachelor of Accounting , Faculty of Commerce**

May 2010 - Feb 2012

**MBA
New York Institute of Technology**

LANGUAGES

English

Arabic

German



