

# Moni Sam

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## Professional Profile

- Currently pursuing a Bachelor of Business Administration in Accounting; certification in Advanced Excel
- Experienced in working as a Junior Accountant; highly knowledgeable in accounting-related processes and procedures, auditing financial information, analyzing risk & financial forecasting through coursework
- Experience in data entry, document, and records management, and file creation
- Proficient in Microsoft Office Suite including Word, Excel (Statistical Modeling, Forecasting and Prediction, Pivot Tables, VBA and Macros, Model Historic Stock Trends), PowerPoint, and Outlook
- Excellent communication, interpersonal, and customer service skills; ability to build a relationship with customers
- Strong organizational, leadership, analytical, and problem-solving skills through creative strategies; achieved a Leadership Certification

## Formal Education and Special Training

**Bachelor of Business Administration in Accounting**, Yorkville University, Vancouver, British Columbia, expected completion: September 2023

**Advanced Excel Certificate**, Aptech Institute, Bhubaneswar, Odisha, 2022

## Relevant Skills and Accomplishments

### Analytical, Data Entry, and Documentation Skills

- Calculated, prepared, and issued documents related to accounts such as bills, invoices, inventory reports, account statements, and other financial statements using computerized systems
- Entered, verified, and reconciled transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, and cheque requisitions in a computer system
- Gathered information, compiled data, and generated reports by using Microsoft Office
- Performed related clerical duties, such as word processing, maintaining filing and record systems, faxing, and photocopying

### Communication and Customer Service Skills | Organizational, Leadership, and Problem-Solving Skills

- Served 50-70 customers per day by responding to their questions, taking orders, and delivering orders
- Resolved customers' complaints by listening to their concerns with patience and making sure that their orders are being processed accurately
- Collaborated with a diverse team of 5-10 people to complete the tasks accurately
- Processed payments including cash, debit, and credit transactions with 100% accuracy
- Gained leadership skills through a rigorous INSPIRE Leadership Certification program
- Took the initiative and organized 4 food distribution events for homeless people in downtown Eastside
- Worked as a liaison to collaborate between two colleges to organize "UBC Billiards Club"

## Work History

**Junior Accountant**, Pioneer Enterprises, Bhubaneswar, Odisha, 2022

**Crew Member**, Church's Chicken, Burnaby, British Columbia, 2019

**Floater (Volunteer)**, Vancouver Writers Festival, Vancouver, British Columbia, 2018