# **Sandra Dee Kim**

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| **EDUCATION:**  | **University of Phoenix**, AZMaster of Business Administration, December 2008 Major: *MBA Accounting***State University at Stony Brook,** Stony Brook, NYBachelor of Science, June 2003Major: *Economics*, Concentration: *Business* |
| **WORK EXPERIENCE:**  | **Fidessa Corporation**: New York, NY*Staff Accountant- Level III,* April 2005 – Present* Handle month-end and year-end closings
* Prepare and analyze balance sheet, P&L statement and other financial reports
* Analyze trends and provide explanations for major expense variances
* Perform account analysis and reconciliations including bank statements and inter-company general ledger accounts
* Record accruals related to salary, bonus, benefits and other expenses
* Maintain fixed assets depreciation schedule
* Provide assistance in the preparation of annual budgets
* Ensure proper coding of invoices submitted to accounts payable and adjusting entries posted by other staff members
* Maintain deferred revenue schedule for the Canadian subsidiary
* Monitor cash flow
* Reconcile revenue figures to the Contracts Database for forecasting purposes
* Train new employees to administer the invoicing process
* Assist internal and external auditors
* Assist in the implementation of a new accounting and billing systems
* Handle other ad hoc and special assignments as directed by the manager

**Impex Transport, Inc**: Jamaica, NY*Accounting Manager,* October 2003 – March 2005* Handled payroll for all employees using internal accounting software CASUAL
* Created monthly financial/managerial reports for the partners, such as profit, expense, employee productivity, inventory and receivables
* Monitored accounts receivable and cash flow
* Reconciled various statements from agents all over the world
* Assisted in setting up new branch locations related to operations and systems
* Reconciled petty cash disbursements, handle bank deposits and wire transfers
* Handled additional projects upon the request of the partners

*Import Supervisor,* March 2002 – October 2003* Handled all inbound ocean and air shipments cargo from Asia, Europe and the United States
* Negotiated rates with agents, trucking companies, shipping and airlines to maximize profits
* Organized and distributed all import operations for a group of six members
* Introduced new leads to the sales department
* Trained new employees
* Handled customer service, prepared documentation, maintained claim files, reconciled various statements
* Tracked shipments, followed up on custom entries releases and arranged delivery services
* Promoted as import supervisor in less than a year
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| **COMPUTER SKILLS:** | MS Office, Windows XP (Word, Excel, Outlook etc.), SUN Accounting System, SAP, powerpoint, Freightstream, Access, Internal Connectivity Tracking System (Teamtrack) and the Internet |