

Shaheda Chowdhury

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PROFILE

- Experience in accounting and expertise in accounts payables
- Focused on meeting deadlines and managing priorities
- Proficiency for quick learning
- Ability for teamwork or independently
- Organized, conscientious and committed

SOFTWARE

CDK, Reynolds & Reynolds, Excel, Word, Access, Outlook, Quick books, Sage 300

PROFESSIONAL EXPERIENCE

Accounts Payable Clerk

Pathway Hyundai

Vacation coverage

April -July 2026

- Manage all parts and service invoices, suppliers and City of Ottawa's invoice coding and posting in a timely manner and meet deadlines.
- Contact valued supplier to get statement of account and reconcile supplier 's account
- Process cheque on demand or monthly basis after reconcile supplier statements.
- Maintained office supplies, ordered supplies.
- Daily processing of payments received from clients including cash and cheques, reconcile daily cash receipts and investigate discrepancies, posting payments in to the accounting system.
- Respond clients call and email inquiries and forwarded to the appropriate department.

Accounts Payables Technician

Myers Automotive Group

|October 2022 to January 2026

- Manage high volume of invoice entries
- Process accounts payables invoices, coding, posting, and payment in a timely manner to meet vendor's deadlines
- Contact suppliers when necessary
- Reconciliation of supplier statements
- Process Myers intercompany payables, scan and send invoices to other Myer's dealerships

Accounting Clerk (Internship)

Nunniyer Business

|April-May 2022

- Bank reconciliation
- Invoicing
- Payables
- Payroll

Office Administrator

Ottawa Flyer Force

|2005 to 2020

- Shipping, receiving matching documents, maintain record, Process bi-weekly payroll and update new hire information, and process accounts payable and receivable invoices
- Respond to telephone or forward to appropriate person
- Sort and file documents, locate and retrieve documents from files as requested and maintain records of file and removed materials
- Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases
- Process incoming and outgoing mail, manually or electronically
- Prepare schedule for employees
- Maintain inventory of office supplies, order supplies as required.
- Sort, process and verify receipts, expenditures, forms and other documents
- Call employees when need any scheduled work to be cancelled or re-scheduled.

Administrative Assistant

Ministry of Canadian Heritage

|2004

- Respond to telephone, in person or electronic enquiries or forward to appropriate person
- Provide general information to staff and the public regarding company
- Photocopy and collate documents for distribution, mailing and filing
- Sort and file documents, locate and retrieve documents from files as requested and maintain records of filed and removed materials
- Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases
- Process incoming and outgoing mail, manually or electronically
- Send and receive messages and documents using fax machine or electronic mail
- Assist with administrative procedures such as budget submissions, contracts administration and work schedules
- Performed a variety of general office duties
- Responsible for making travel / meeting arrangements, reimbursing travel expenses and ordering supplies, receiving & distributing mail.

EDUCATION

Business Management Diploma Herzing College Ottawa, ON

| May 2022

Bilingual Office Professional course

| 2005

French Language Course

| 2005

SOCIAL IMPLICATION

Volunteer fundraiser

| 2018

LANGUAGES

English, French (basic), Bengali.

Reference available upon request