

Shaheda Chowdhury
613 884 2131 | chowdhurys14@hotmail.com

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, SAP, Excel, Word, Access, Outlook, Quick books, Sage 300

PROFESSIONAL EXPERIENCE

Accounts Payable Clerk

Pathway Hyundai

Vacation coverage

| April to July 2026

- Manage all parts and service invoices, invoice coding
- 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 by respecting times
- Order and maintain office supplies.
- Reconcile daily cash receipts and investigate discrepancies
- Respond clients call and email inquiries and forwarded to the appropriate departments and staff.

Accounts Payables Technician

Myers Automotive Group

| Oct 2022 to Jan 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 Myers dealerships

Accounting and General Office Clerk

Barwood Flooring

| June -August 2022

- Printing, organizing supplier invoices, matching P.O and reviewing pricing errors
- Entering vendor's invoices into SAP Business One
- Reviewing monthly vendor statements and request missing invoices,
- Prepare cheque run, bring them to signing officers
- Maintaining and updating vendor and customer account information in SAP Business One
- Creating Builders job file as required
- General Office duties - Receiving and distributing incoming mail, ordering office supplies, filing, scanning, photocopying

Accounting Clerk (Internship)

Nunniyer Business

| April-June 2022

- Bank reconciliation
- Invoicing
- Payables
- Payroll

Office Administrator

Ottawa Flyer Force

| 2005 to 2020

- Process bi-weekly payroll and update new hire information
- Respond to telephone or forward to appropriate departments
- 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
- Organize the flow of work for other office support workers
- 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 departments
- 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 program Herzing College Ottawa, Ontario | 2022

Bilingual Office Professional course | 2005

French Language Course | 2005

SOCIAL IMPLICATION

Volunteer fundraiser | 2018

LANGUAGES

English, French (basic), Bengali.

Reference available upon request