



LISA ZARI

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Summary

Confident Student in Marketing passionate about learning new skills. Ambitious and driven individual ready and willing to work hard and learn from professionals. Brings outstanding computer and communication skills. Well-organized Accounts Payable Clerk accomplished in processing vendor invoices and maintains updated system.

Skills

- CANTAX T1
- Excel
- Microsoft office
- Sage 300
- Sage 50
- Tailwind CMS
- Revenova
- BlueLink
- Triumphpay
- Time Management
- Attention to Detail
- Proactive and Self-Motivated
- Bank Statement Reconciliation
- Experience in Leadership
- Understanding and applying management accounting concepts
- Organizational Skills
- Training & Development
- Preparing and presenting financial statements and reports
- Outlining internal control system and risk management

Experience

S & S forwarding | Woodbridge, ON

Account Payables Clerk

08/2022 - 01/2024

- Reconciled monthly statements and transactions to keep records accurate and current.
- Problem-solved accounts payable questions on behalf of internal team members, management and vendors.
- Analyzed invoice and expense reports, identified variances and researched issues to correct problems and maintain financial compliance.
- Handled high-volume invoice processing with minimal supervision.
- Coded invoices and other records to maintain organized and accurate records.
- Interfaced and responded to inquiries to correct accounts payable discrepancies.
- Verified vendor accounts by reconciling monthly statements and related transactions.
- Assessed data and information to check entries, calculations and billing codes for accuracy.
- Applied mathematical skills to calculate totals, check figures, and correct problems with physical and digital files.
- Assisted with month-end and year-end closings to support accounting system accuracy.
- Carefully went over each invoice and requisition for payment.
- Reviewed invoices and expense reports to monitor expenditures.

Digitec Distribution Inc | Toronto, Canada

Accounting Clerk

- Processing and recording transactions.
- Maintain records regarding payments and account statuses.

06/2022 - 08/2022

- Post customer payments by recording cash, check, and credit card transactions.
- Processed both outgoing and incoming payments and invoices.
- Reconciled company credit cards, expense accounts and other expenses and financial records.

Victoria's Secret | Toronto, Canada

Cash Leader

11/2018 - 05/2022

- Investigated and resolve customer queries.
- Championed brand standards and values to maximize client retention.
- Maintained a clean, organized, inventory and curated displays of rotating seasonal clothing and accessories.
- Open and close the registers, train more than 5 new cashiers each month, monitor cash limits, and ensure quality customer service at all times.
- Excellent organizational, communication, time management and customer service skills.
- Resolved customer complaints and adjusted policies to meet changing needs.

Shoppers Drug Mart

Cashier

09/2016 - 10/2018

- Stayed informed on latest sales offerings and loyalty programs.
- Anticipated client needs and provided them with high quality of customer service.
- Handled POS system transactions including credit, cash, exchanges, returns, and refunds to ensure seamless and accurate cash flow.
- Processed sales transactions to prevent long customer wait times.
- Collected payments and provided accurate change.
- Learned roles of other departments to provide coverage and keep store operational.

Education and Training

Seneca College

College Diploma in Business Administration, Accounting

04/2022

Seneca College | Toronto, ON

College diploma in Business Administration Marketing

Accounting Basics I, Accounting Basics II, Systems Studies I, Intermediate

Accounting I, Part 1, Business Law for Accounting, Systems Studies II, Taxation, Intermediate Accounting I, Part 2, Managerial Accounting, Systems Studies III.

Languages

- Fluent in English and Farsi.