# **Sandra Dee Kim**

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| **EDUCATION:** | **University of Phoenix**, AZ  Master of Business Administration, December 2008  Major: *MBA Accounting*  **State University at Stony Brook,** Stony Brook, NY Bachelor of Science, June 2003 Major: *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 |
| **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 |