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OFFICE MANAGER

Bringing 25+ years of Office Administration and Full-charge Bookkeeping experience as follows.

- Accounts Payable / Receivable
- Expense Control
- Human Resources Management
- Weekly Payroll
- Account Management
- Staff Training and Supervision
- Credit and Collections
- Account Reconciliation
- Customer Service / Client Relations
- Statement Billings
- Month-end Closings
- Computerized Processes

PROFESSIONAL EXPERIENCE — Overview

Recognized throughout longstanding career for ability to develop, implement, and manage full-charge, computerized bookkeeping functions while overseeing multifaceted office administration procedures

- As office managers for Public Publications, fully manage company-wide accounting and reporting functions for five subsidiaries, as well as weekly payroll processes for 45 salaried employees
- Liaison between senior management, employees, and clients to ensure proper lines of communication critical to resolving a myriad of problems and issues requiring management attention and employee involvement
- Manage Accounts Payable/Receivable and Accounts Receivable functions including bank and account reconciliation, cash receipts, disbursements, finance charges, billings, invoicing, purchase order and inventory verification, chargebacks, rebates, and preparation of daily bank deposits
- Negotiate and enforce collections to recover funds and expedite the clearance on delinquent accounts
- Collaborate extensively with external auditors, providing in-depth assistance with periodic corporate audits
- Perform thorough credit analyses, research financial histories, and review account status as a prerequisite to providing credit terms, submitting applications for credit, and processing credit of up to \$250,000
- Establish and maintain Human Resources-related employee files reflecting salary increases, deductions, garnishments, benefits, payroll exceptions, and W-2 withholdings, exercising a high level of confidentiality
- Skilled at interviewing, hiring, training and evaluating employees in areas of accounting procedures
- Research account transactions, demonstrating a keen ability to recognize and resolve discrepancies
- Follow through on timely and accurate month-end closings and financial reporting activities

WORK CHRONOLOGY

Office Manager,	August Publications, Hauppauge, NY	1996 - present
Office Manager,	Quality Insurance, Huntington, NY	1986 - 1996
Office Manager,	DSG Management Corp., Melville, NY	1983 - 1985
Controller's Assistant,	Georgia Interiors, Farmingdale, NY	1979 - 1983
Credit Collections Supervisor,	EastTel Sales Corp., New York, NY	1978 - 1979
Accounts Payable/Receivable Clerk,	Syobel Corp., New York, NY	1973 - 1978

COMPUTER PROFICIENCIES

Windows 2000; MS Word and Excel; Word Perfect; Lotus; Peachtree Accounting

EDUCATION

Bachelor of Arts, Business Management/Accounting, Banes College, 1982

KARIM AHMED

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Professional Experience Continued

NATIONAL SALES MANAGER, 2002-2005
DEPUTY SALES & MARKETING MANAGER, 2000-2002
ASSISTANT SALES & MARKETING MANAGER, 1999-2000
ASSISTANT MARKETING MANAGER, 1998-1999
JOHNSTOWN MILLS, Cairo, Egypt

Earned three promotions for excellent performance and company dedication. Directed 65-member sales & marketing team as National Sales Manager, providing orientation and training on product management, sales & marketing, customer service, forecasting, and leadership skills to advance company objectives. Administered key accounts, instructing customers on effective sales, marketing, and other business development methods, including successful contract negotiation and budget management approaches.

Orchestrated trade and distribution presentations and events, and conducted market research to ensure optimal sales performance as well as conformance with company standards and procedures. Coordinated interdepartmental functions to achieve maximum output, including administration of sales, marketing, accounting, production, distribution, HR, quality control, legal procedures and related tasks and functions. Generated monthly reports to monitor product performance, sales and market trends.

Selected accomplishments

- **Increased local sales 100% for total annual revenues exceeding L.E.120M (\$20M USD).**
- **Provided successful management of key accounts responsible for greater than 50% of local company sales.**
- **Generated a 42% customer base increase for a total of 5K+ customers.**
- **Produced a 9% increase in total market share,** enabling company to achieve monopoly status across several business sectors.
- **Negotiated and won precedent-setting L.E.500K (\$87K USD) annual supply contract with Egypt Air commercial airline carrier for 5 consecutive years.**
- **Generated a 10% increase in company sales** through the deployment of a strategic marketing initiative targeting the hospitality sector.
- **Administered accounts with leading international organizations including Exxon Mobile, Shell, McDonalds, KFC, Pizza Hut, Sheraton, Hilton, and Carrefour.**
- **Successfully managed facilities upgrade to meet McDonald Corporation's international standards and acquire approved supplier status.**
- **Appropriately identified and corrected internal policy and system flaws pertaining to various administrative procedures including credit & collection, pricing, product outsourcing and related processes.**
- **Strategically administered sales and customer support across multiple diverse industries and sectors including wholesale, retail, hotel, supermarket/catering outlets, and institutional facilities.**
- **Conducted detailed market research analysis of the Libyan paper tissue market to promote acquisition of profitable new accounts.**

ACCOUNT SALES EXECUTIVE/PORT REPRESENTATIVE, 1995-1998
PORT REPRESENTATIVE, 1994-1995
SHIPPER/RECEIVER, 1993 - 1994
UNIPORT, INC., Alexandria, Egypt

Promoted twice for introduction of profitability-enhancing initiatives as well as demonstrated business acumen and assumption of key roles. Served as Account Sales Executive/Port Representative to manage shipment and

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Fundraiser

To apply experience in dealing with individuals on a one on one basis explaining and answering questions in regard to business and institution. To utilize skills in communication and trustworthiness as well as using interpersonal skills to keep a trusted and orderly workplace able to handle private information.

Fundraiser
ABC Corporation - October 2013 - July 2014

- Provide information to the public about important human right issues.
- Gave out literature.

- Fund Raised.
- Complete tally sheets.
- Brought insight and information to the public about a very important Human Rights Issue that affects and effects the LGT Community.
- Skills Used Communications Skills, Listening Skills, knowledge about the issue I was advocating Against and for, and The ability to persuade .
- Glendale, AZ (April 2010) Organized the first fundraiser by a student on campus in the history of Glendale Community College.

Delta Corporation - 2012 - 2013

- Recruit volunteers to help build affordable housing for low-income families, data entry, fundraising, and talk to a small group of people about the .
- Outbound Call Center Cancer charity persuading customers to continue their support and request funds in form of donations for Cancer and Hospice .
- Ability to train employees to become better fundraisers.
- Top rep for the company and promoted several times in the 5 years I was with the company.
- Skills Used Worked well with all levels of management Assist management in mentoring several team members to stay on track and hone their skills Team .
- o Consistently averaged top 5 in sales per game (\$1,800 average per game)
- o Generated \$42,000 in revenue over 22 games
- o Educated fans on the details .
- Executed 100+ daily cold calls to mid-level donors to increase Emanuel donor base - Exceeded Targeted fundraising goals year over year.

Associate in Science Degree - (Ulster County Community College)

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Lead Service Delivery Manager

Address: 1737 Marshville Road, Alabama

Lead Service Delivery Manager with 11+ years of experience working for large, multi-site corporate employers in a centralized IT environment. Strong skills in IT service delivery, problem-solving, and customer relationship management to ensure an excellent end-user IT experience. Strengths include being results-oriented with solid communications and people skills, relationship building, technical prowess, ITIL best practices, IT cost management, IT operations & infrastructure along with the ability to adapt to change.

Analytics And Reporting, Business Relationship Management, Asset Management, Incident, Problem, And Change Management

Lead Service Delivery Manager

- Responsible for all IT Service Delivery and production support for BA2 Systems Platform Solutions sector with 4,500 employees at 5 sites, managing a \$20M IT budget.
- Implemented and managed multiple infrastructure environments for Oracle E-Business Suite which supported multiple sector business units and organizations.
- Established an Oracle E-Business production support environment for 24x7 engineering and manufacturing environment maintaining a 99.9% uptime SLA.
- Managed a virtual and diverse team of 62 IT staff at 5 locations across the US with skills in database administration, programming, networking, server administration, data center management, security, PC desktop support, and helpdesk operators.
- Developed extensive processes and procedures to significantly reduce downtime during system upgrades and maintenance periods along with implementing monitoring tools and techniques in support of production systems.
- Led Server IT team in acceptance of corporate enterprise IT vision and strategy resulting in a unified team and streamlined IT processes.
- Drove process change in desktop services, help desk, database support, production system support resulting in streamlined processes and automation to reduce staffing needs, increasing availability and system uptime.

Service Delivery Manager

ABC Corporation - 1999 - 2002

- Create Contact Center strategy, financials and performance metrics to ensure compliance with contractual terms and internal controls.
- Work with internal and external directors to understand the changing business needs and to develop new strategies and call flows in order to execute call center solutions.
- Drive business improvement in revenue goals through the development of incentives and productivity improvement plans for the contact center and its personnel.
- Work with internal and external directors to ensure contact center readiness for new programs/products.
- Coordinate call flow processes for new products to ensure global standards and consistent processes wherever possible.
- Develop volume forecasts and identify staffing requirements to meet business needs.
- Define and initiate quality initiatives needed to meet business requirements.

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organized, who is consistently able to push revenue expectations and exceed goals. Extensive payroll processing on time for my assigned corporate & achieving cash targets. To excite sales skills, education, and professional experience to financially help a company grow. Skills : Management, Microsoft Office, Banking, Financial Analysis, Credit Analysis, Communications, Coaching, Conflict Resolution, Sales, Customer Service, Lotus Notes, Relationship Management, Risk Management, Training, Word, Excel, PowerPoint Download Resume PDFBuild Free Resume Description : Serving the core financial needs of the clients and building long-lasting relationships to ensure customer satisfaction. Retaining and expanding high-value relationships while conducting client acquisition activity. Served as a sales support supervisor in looking for any potential regulatory issues, violations or complaints involving assigned advisors or assistants. Skills : Customer Relationship Management, Microsoft Office, Financial Management, Sales, Banking, Cash Handling, Account Management Download Resume PDFBuild Free Resume Description : Responsibilities included new clients acquisition, serving existing clients and business development. Structured transaction of deals based on client needs and provides justification for waiver deviations from standard pricing. Thrives in fast-paced environment by changing business processes, generating leads, and automating tasks. Skilled at analyzing client related information and providing reports to upper management. Ensures oversight on operational activities including transactions accuracy and execution in compliance with regulations and policies. In order to maximize sustainable growth with current and prospective clients, I lead multiple successful outcome-oriented projects to promote and advocate the importance of community involvement, partnership, and social responsibility. Providing educational seminars and supporting our own employees' growth. Overseeing SME clients and high-level executives of our corporate clients. Successful at improving operations, impacting business growth and enhancing profits. Summary : Experienced Lead Relationship Manager who effectively identifies and resolves complex financial issues. Executing specific multi-year development action plans to ensure the cultivation of relationships and to drive revenue growth. Responsible and accountable for problem-solving and decision making with partners to reach target results. Met with clients to discuss current and future financial and life priorities. Versatile, reliable and efficient professional with experience working with clients ranging from the individual consumer to small business clients. Maintaining assigned annual goals for portfolio maintenance, portfolio growth, and new business development, and will be ranked among peers on the Division Scorecard. Offering different retail banking products like accounts, credit cards, mortgage loan, personal loan, auto, business & term loans to retail individual and to corporates. Exemplifies the ability to multi-task and work on multiple projects simultaneously.Skills : Chinese, Mandarin, Relationship Management, Computer, Sales Management, Finance, Administrative Duties, Customer Service Experience Download Resume PDFBuild Free Resume Description : Managing the relationship between the bank and its customers. Working with commercial documentation department and Business Credit Management team in the review and negotiation of loan documents. Conducting interviews with applicants to thoroughly understand current and prospective customer's needs and their financial situation to market and sell additional Bank products and services. Visiting applicants at their place of business to verify and better assess their current situation and future needs. Completed dashboard and submitted leaving pack after completion of the transaction. Summary : Aggressive Assistant Relationship Manager driven to exceed sales goals and corner the market in cell phone sales. Developed and sustained professional relationships with clients and local entrepreneurs. Led cross functional internal teams to implement client and participant experience improvement requests. Skills : Microsoft Office, Staff Leadership And Development, Process Implementation, Customer Relations, Business Performance Improvement, Polished Communication Download Resume PDFBuild Free Resume Description : Adhered to all federal and state compliance guidelines relative to retail auto lending. Made 400+ outbound calls monthly to dealers to capture their business while taking in 500+ inbound calls. Knowledgeable sales and marketing professional whose success is based on integrity, exceptional customer service, efficiency, and ambition. Generating revenue by seeking a continuous pipeline relative to present and potential partners in support of a dynamic and growing business. Proven track record in coaching and mentoring branch members on a variety of products and services. Headline : A creative and intelligent Account Relationship Manager with a passion for business and customer service. Financially savvy and confident leader with a proven track record in driving sales and managing business challenges. Financially savvy and confident leader with a proven track record in driving sales and managing business challenges. Exceptional flexibility to deal with a variety of people, situations, problems, and changes. Gathered and verified all required customer information for tracking purposes. Continuously produces results while keeping a professional demeanor in highly stressful and fast-paced environments. Keeping customers up to date with bank mobile apps & other technological things which can save the customer time. Managed over 150 clients in a book of business and exceeded the goal of adding 5 new clients/month. Ensuring cross-selling of fee income and asset products to corporate responsible for servicing to existing top corporate relationships. Created training materials, lead training classes and shared best practices with fellow employees. Excel in customer relations, personal trust, and customer service. Partnered with area sales managers to identify major account opportunities. Pragmatic and result-oriented, with a focus on bottom-line results. An excellent communicator with a background in relationship building, vendor sourcing, workflow coordination, process mapping, problem-solving, procurement planning, recruitment, and business analytics. Ability successfully deepens relationships while meeting and/or exceeding established goals, whilst staying within regulatory compliance. Tracked all contacts and other clients critical information while utilizing the internal sales force.

Microsoft Office Suite, Operations, Relationship Management, Supervision, Sales, Web Design, Leadership Download Resume PDFBuild Free Resume Description : Generated new businesses via new client acquisition and referrals from different sales channels. Summary : Proven Client Relationship Manager with over seven-plus years of experience in high paced environments. Managing all communications with customer related to credit and non-credit issues. Experienced manager of teams of up to six staff member's. Reviewed daily past due, excess reports, input action taken in these reports. Conducting marketing presentations in the consulate and diplomatic events to promote the bank's fast,

efficient and affordable remittance service to the expat community and foreign corporate executives in China. Skills : Microsoft Office, Public Speaking, CRM, Inventory, Adobe, Viso, SharePoint, KnowledgeLink Download Resume PDFBuild Free Resume Description : Oversaw all aspects of the client relationship at the employer level to ensure clients are completely satisfied with wage works cobra and direct bill products and services. Seeking a mid-level management opportunity within a dynamic company, where I can best utilize my experience and vast knowledge to meet organizational goals.Skills : Sales Management, Event Planning, Budget Management, Quality Control, Customer Service, Coaching Download Resume PDFBuild Free Resume Description : Provided oversight and relationship management to a client base of top producing financial advisors and assistants. Assisted in review planning and proactively contacted customers for documents - financial statements, stock & debtor lists, insurance reports, valuation reports, etc. Maintaining relationship with all decision-makers and influencers of clients. Pro-actively strived to have an in-depth understanding of the local market, including the company's market share and that of competitors. Developed strategies designed to identify qualified businesses through various techniques. Assisted Managers with any vendor management systems related questions. Closely monitored HIPAA violations and created cases to report violations. Resolving customer issues and escalate to the appropriate person/department in a timely and orderly fashion. Serving as the year-around point of contact and strategic consultant for community engagement. Successful at propelling retail stores to lead revenue in the district. Ensured all leads and inquiries are attended to as per best customer service practices; follow up with clients on a regular basis. Identified and prioritized activities to maximize revenue contribution from the allocated client portfolio. Drove customer satisfaction through daily interactions (e.g., solicitations, re-solicitations, account calls, new business calls, face to face activities, etc. Ensuring risk is identified and managed in daily business, product and service transactions. Exhibiting high-degree of credit acumen, partnering successfully with credit and compliance partners and serving as part of the first line of defense in identifying and managing risk. Customer-centered banking professional with a diverse financial service career in institutional business development and project management. Managed the existing customer base with the objective of growing the product base and maintaining margins. Responsible for acquiring new consumers and small and medium business clients, as well as expand relationships with existing clients. Adhered to company's policy and procedure for the complete leasing process/transaction including issuing, collecting and recording relevant documentation. Provided a high level of professionalism in conducting consultations and profiling with clients. Looking to build long-lasting relationships by using my knowledge of finance and customer service.Skills : Microsoft Office, Microsoft Word, Microsoft Excel, Microsoft Outlook, Sales, People Person, Communication, Outside Sales Download Resume PDFBuild Free Resume Description : Managing a portfolio of over 150 accounts within the industries of Legal, Finance, Insurance, Real Estate, Transportation, and Non-Profits with a revenue of over \$1M. Ensured the overall growth and success by deepening relationships with existing customers and new acquisitions. Assisted our clients in learning how to get the most out of their experience with 1st global. Exceeded sales goals by effectively promoting products and services to maximize our client's financial needs. Acted as an educational resource to assistants by providing financial product knowledge and training on proper processes and procedures.). Effectively managed more than 100 automotive dealer - client relationships. Developed a strong book of business through networking events, referrals, and b2b sales efforts. Analyzed client-specific utilization, trends, and service level metrics. Served as a liaison between internal departments to resolve outstanding issues for advisors. Skills : Excellent Communication, Excellent Organization, Motivated And Self-starting, Problem-Solving & Customer Service, Financial & Documentation, Scheduling, Telephone, Listening, Verbal Communication Download Resume PDFBuild Free Resume Description : Sourced/generated leads by active networking, making outbound calls and relationship building. A track record of achieving and exceeding the standards of performance set out for any projects. Providing the ideal experience for corporate investors by promptly handling inquiries, valuing donor gifts and regularly communicating about investments and the community impact those investments are making. Marketing bank products and services from deposits, trade finance, and credit products and services to Chinese clients. Demonstrated ability to multi-task and work in a fast-paced environment. Analyzed financial requirements of clients and match with bank's product offerings. Educated dealer customers on a variety of loan products and available credit options. Summary : Assistant Branch Manager/Relationship Manager with proven leadership managing diverse programs and cross-functional communications, while providing motivation and strategic vision. Maintained and grew a portfolio of more than 100 client relationships comprising more than \$6 million in assets and liabilities. Gaining market intelligence and developing corresponding strategies that lead to increased market improved forecasting accuracy. Strategically analyzing their potential in the territory and game plan with dealers to achieve their targeted goals. Owned process and outcomes of client issues and determine root cause analysis of issues. Objective : Dedicated Small Business Relationship Manager with experience of multi-faceted sales, marketing and data collection environments including telephone, F2F, over the counter, D2D and B2B and internet proposals of both tangible and intangible products. Conducting marketing presentations in English and Chinese to foreign banking and business delegates coming to china for possible investments. Analyzed and reviewed potential business to ensure maximum profitability. Provided insight on client benefit practices and needs to product management and development functions. Headline : A Regional Relationship Manager with more than five years of experience supporting fast-paced Fortune 100 financial services companies, staffing, and the United States Military. Profoundly detailed and organized in the approach to work and follow through. The primary focus is on finding new business opportunities to offer our products and services to clients and very effective in cross-selling and deepening the relationship with clients. Recommended strategies where account management or recovery is needed on problem accounts, assisting risk in identifying sources for minimizing loan losses. Effectively manage sales of multiple products, according to the needs of the client and take pride in providing exemplary customer service.Skills : Banking, Customer Relationship Management, Team Management, Team Leader, Credit Analysis, Microsoft Office, Customer Service, Reporting, Sales Management Download Resume PDFBuild Free Resume Description : Worked with small to mid-size business owners and merchants as a merchant advocate in conjunction with endorsed associations. Worked with area chambers of commerce to get acquainted with key business owners and administrative managers by attending functions and events sponsored by the chambers and related trade associations.

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