

AICHATOU SOW

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EDUCATION | CERTIFICATIONS

- **Certified Bookkeeper (AIPB)**, Howard Community College , 2021, GPA: 4:00, Phi Theta Kappa.
- **Bachelor degree in Accounting**, Dakar, Senegal, 2010.

PROFESSIONAL EXPERIENCE

FREELANCE BOOKKEEPER – QUICKBOOKS ONLINE OCT 2021- PRESENT

- Set up, maintain and clean up QuickBooks accounts for Clients
- Categorize transactions, record journal entries, and reconcile clients bank statements
- Prepare year- end financial statements, profit and loss and balance sheets
- Prepare client's Schedule E for tax purposes

PROPERTY MANAGEMENT (BUILDIUM) JAN 2021 - PRESENT

- Set up Buildium Account, register properties, and send invoices to tenants.
- Market properties, screen tenants, and prepare leases.
- Handle tenants issues and track rent payments
- Track maintenance and pay contractors
- Record all income and expense, reconcile bank statements, prepare profit & lost and financial statements

CUSTOMER SERVICE REPRESENTATIVE (ROMA'S PIZZA) MAY 2014 – PRESENT

- Provide a positive customer experience with friendly and courteous service
- Ring up transactions on point of sale system (POS) and process returned transactions
- Resolve customer issues and answers questions
- Reconcile transactions in POS and close shifts to ensure appropriate daily balancing

ORA BANK – WEST AFRICA (GUINEA) - SEPT. 2011 – APRIL 2013

- Provide coverage for Wire and ACH process transactions
- Follow policies and procedures, completes administrative tasks correctly and timely
- Process currency conversion to facilitate sending and receiving funds from foreign countries