

Boureima Zalle

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Professional Summary

Detail-oriented and proactive accounting professional with strong experience in financial analysis, general ledger management, accounts payable, and reconciliations. Skilled in preparing accurate reports, managing expenditure, and supporting audits. Proficient in Excel-based financial modeling, budgeting, and variance analysis. Highly organized, deadline-driven, and committed to maintaining financial integrity.

Core Competencies

- Financial Reporting & Analysis
- Accounts Payable & Receivable
- Budgeting & Forecasting
- General Ledger Reconciliation
- Data Reconciliation & Auditing
- Journal Entries & Transaction Processing
- Microsoft Excel (Advanced), Word, PowerPoint
- Workday (Basic proficiency)
- Bilingual: English & French

Education**Southern New Hampshire University – Manchester, NH**

Bachelor of Science in Accounting — Expected: February 2026

Relevant Coursework: Financial Accounting, Cost Management, Taxation Principles

Essex County College – Newark, NJ

Associate of Applied Science in Business Administration — June 2022

GPA: 3.59

Relevant Coursework: Principles of Management, Accounting I, Business Organization & Management

Certifications

- Bloomberg Market Concepts
- Intuit Bookkeeping Basics
- VITA/TCE Certification (Advanced, Intake/Interview & Quality Review)
- Google IT Support Professional Certificate
- OSHA: Emergency Action and Fire Prevention Plans
- Coursera: Introduction to Marketing

Professional Experience

Temporary Accounting Clerk

The Salvation Army-Western Division - Omaha, NE

November 2025 - Now

- Receive , verify and record Kettles proceeds from corps, ensuring accuracy and completeness.
- Record Internet donations into the accounting system in accordance with the Salvation Army accounting policies.
- Prepare journal entries related to cash receipts and donations activities.
- Use Adobe Reader to combine GL reports with supporting receipts and deposit documentation.
- Upload finalized documentation packages into the accounting software.
- Maintain organized , accurate, and confidential financial records.

Customer Service Representative

Gate Gourmet – Newark, NJ

March 2023 – July 2025

- Serve as the first point of contact for airline customers regarding meal orders, changes, and service inquiries.
- Monitor and respond promptly to phone calls, emails, and system-generated requests. • Coordinate with kitchen, logistics, and operations teams to ensure accurate and on-time deliveries.
- Resolve customer issues quickly and professionally, escalating complex matters to management as needed.
- Maintain strong client relationships to support Gate Gourmet’s service standards and contractual obligations.
- Enter invoices, expense reports, and purchase orders into the accounting system. •

Assist with daily, weekly, and monthly reconciliations of accounts receivable and accounts payable.

Account Payable Processing

Shipping Logistic LLC- Sarasota, FL

May 2021- February2022

- Review, verify, and process vendor invoices, freight bills, demurrage charges, customs fees, and other shipping-related expenses.
- Match purchase orders, delivery receipts, and invoices to ensure accuracy before payment.
- Enter accounts payable transactions into the accounting system accurately and in a timely manner.
- Reconcile vendor statements and resolve discrepancies with suppliers, freight forwarders, and port authorities.

Pickup Associate

Amazon – Carteret, NJ

March 2019 – April 2020

- Audited and reconciled inventory records, identifying discrepancies and improving data integrity.
- Enhanced stock tracking through data systems, reducing inventory errors by 15%. • Worked cross-functionally to meet operational goals under tight deadlines.

Cashier

Copec Galor – Ouagadougou, Burkina Faso

December 2016 – December 2018

- Processed daily cash transactions, balanced registers, and generated end-of-day reports. • Identified and resolved financial discrepancies, contributing to improved cash flow reporting.
- Streamlined customer service and transaction processes to improve overall efficiency.

Additional Information

- Familiar with financial practices and compliance standards in both U.S. and West African markets.
- Volunteer Mentor: Led financial literacy workshops for high school students, focusing on budgeting and money management.