**Amad Ndoye**

4608 Ashforth Way, Owings Mills, MD 21117

Tel: (240) 499-5629

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**OBJECTIVE**

**Part-time**

**Bookkeeper**

**SKILLS**

* Process and input data quickly and accurately
* Advanced knowledge of QuickBooks
* Familiar with GL entries, Payroll, Accounts payable and receivable processing
* Keen understanding of financial reports
* Strong communication skills

**Education and Training**

* Certificate of Completion: Intuit Professional Bookkeeping with QuickBooks September, 2023 Towson University, MD.
* BS - Computer Science June, 1986 University CAD, Dakar-Senegal
* DEC (Diploma in Accounting Studies) June, 1990 University CAD, Dakar-Senegal

**Experience**

**Bookkeeping Clerk**  **January 2022 - December 2023** eFaye CPA

Silver Spring, MD

* Reviewed GL entries
* Prepared customer invoices
* Reconciled accounts receivable detail to general ledger monthly

**Senior IT Specialist** **January 1999 – January 2021** Federal government Contractor

Washington, DC

* Sr. IT Specialist for more than twenty years of experience in Full Life Cycle System Development (FLCSD) including Business Analysis, Design and Development.
* Deeply skilled in using Web-based applications and variety of tools such as Microsoft Office Suite.

**Other Skills**

* Foreign Languages: French (Speak, write and read), - Arabic and Spanish (Read and write).
* Soccer Head Coach/Mentor and Player (MSYSA D License)