

# Cynthia Henry, Accountant/Bookkeeper

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Financial Reporting| Audit Support| Maintaining Financial Records| Reconciling Accounts| Budgeting  
|General Ledger

Summary:-An experienced accountant/bookkeeper with a keen eye for detail and a strong command of accounting software like Sage (Peachtree), Excel and QuickBooks Online. Manage deadlines with ease, strong analytical skills, highly reliable, trustworthy with confidential information, excellent communication skills and organized

Team Player                      Communication                      Sage/QB Online proficiency                      Bookkeeping  
Microsoft Suite Proficiency                      Auditing and Internal Controls                      Adaptability  
Attention to detail and accuracy                      Flexibility                      Financial Statements                      Problem-solving  
Customer/Vendor Management                      Generally Accepted Accounting Principles

## Professional Experience

### Virtual Assistant/Consultant

Oct 2023 – Present

Providing professional assistance with administrative, accounting, bookkeeping and technical tasks while working remotely.

### Procurement and Contracts Team Leader, UNIPET

05/2016-06/2022

- Assisted in the development and execution of procurement strategies, plans and programs.
- Supervised the procurement of goods and services for parent company and its subsidiaries.
- Established procurement management control procedures to ensure that goods and services are procured in a timely manner.
- Managed and directed contractual dealings with suppliers – contract creation, negotiation, and execution.
- Prepared and evaluated scope of works (SOW), request for proposals (RFP), and bids in the selection of suitable vendors for projects.
- Assessed, managed and mitigated risks in procurement process.
- Managed relationships with key suppliers to maintain quality of goods, timely delivery, and compliance to terms of contracts.
- Collaborated with team members and stakeholders to ensure clarity of specifications and the company's expectations.

### Accountant/Company Secretary/Human Resource Coordinator, UNIPET

05/2001-06/2016

#### Accountant

- Supervised accounting staff to enhance team efficiency and ensure timely financial reporting.
- Prepared financial reports (balance sheet, income statement, statement of cash flow and equity).
- Prepared budgets and forecasts.
- Reconciled accounts payable and receivable.
- Reconciled bank accounts.
- Managed all accounting transactions.
- Reinforced financial data confidentiality and database backups for the company.
- Audited financial transactions and documents.

### **Company Secretary**

- Organized and prepared agendas and board reports for board, committees, and annual general meetings.
- Maintained statutory books, including registers of shareholders, directors and secretaries.
- Supervised and ensured compliance with statutory and regulatory requirements.
- Ensured the implementation of decisions made by the Board of Directors.

### **Human Resource Coordinator**

- Interviewed potential applicants regarding their experience, education and skills
- Maintained records of personnel-related data (personnel information, leave requests, payroll etc.)
- Responded to internal and external HR related inquiries or requests and provided assistance where necessary.

### **Accountant/Company Secretary, Export Centres Limited**

**06/1995-04/2001**

#### **Accountant**

- Supervised accounting staff to enhance team efficiency and ensure timely financial reporting.
- Prepared financial reports (balance sheet, income statement, statement of cash flow and equity).
- Prepared budgets and forecasts.
- Reconciled accounts payable and receivable.
- Reconciled bank accounts.
- Managed all accounting transactions.
- Reinforced financial data confidentiality and database backups for the company.
- Audited financial transactions and documents.

### **Company Secretary**

- Organized and prepared agendas and board reports for board, committees, and annual general meetings.
- Maintained statutory books, including registers of shareholders, directors and secretaries.
- Supervised and ensured compliance with statutory and regulatory requirements.

### **Accountant II, Pannell Kerr Forster (formerly Mark, Castillo & Toney)**

**08/1988-04/1995**

- Supervised on the job-training and reviewed audit work.
- Planned, supervised, and executed audits in manual and computerized environments with reporting to local and foreign countries.
- Evaluated client's accounting systems and appraised internal controls.
- Prepared corporation, individual tax returns, Value Added Tax (VAT)
- Prepared financial reports, (balance sheet, income statement, statement of cash flow and equity).
- Reconciled bank accounts.
- Collected, reviewed, posted transactions,
- Prepared journal entries,

## **Education**

A member of the American Institute of Public Bookkeeping	<b>2024</b>
Certificate of Achievement - Taxation and Bookkeeping, UWI Global Campus	<b>2023</b>
International Diploma in Supply Chain Management Arthur Lok Jack Graduate School of Business	<b>2018</b>
MBA-Business Administration General, Alliance Manchester Business School.	<b>2014</b>
Diploma in Human Resource Management, UWI School of Business and Applied Studies Limited.....	<b>2009</b>
BA-Accounting/AA-Business Management, University of the Virgin Islands.....	<b>1987</b>
University of the Hawaii at Manoa Exchange student (1 year).....	<b>1985</b>