**Ruchi Srivastava**

**Cell# 469-219-0297**

**Email:** [**ruchi8674@hotmail.com**](mailto:ruchi8674@hotmail.com)

Objective:

Seeking a position in an organization where my bookkeeping experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

Professional Skills:

* Three plus years of experience as a bookkeeper
* Three plus years of progressive front desk work
* Excellent customer service, communication and money handling skills
* Exceptional oral and written communication skills
* Comprehensive knowledge of handling administrative tasks related to front desk work
* In–depth knowledge of using computer applications, telephone systems and general office equipment
* Ability to handle guests in a warm and courteous manner
* Outstanding time management, organization and problem-solving skills
* Ability to work with minimal supervision with great multitasking skills

Professional Experience:

**Cherry Creek School District/Infinity Middle School, Aurora CO February 2017-Present**

Bookkeeper

* Purchase goods and services in accordance with best purchasing practices, Board of Education policies, and district policies
* Ensure orders are accurate, filled, packaged, and distributed
* Receive and deliver purchase orders, warehouse stock items, and all other authorized materials
* Coordinates and supervises delivery, storage, and replacement of equipment for facility
* Processes purchase orders and/or other financial documents
* Manages incoming/outgoing cash accounts, including petty cash, checking account, bank deposits and student fees and fines
* Reconciles purchase card transactions and statements: Entries into JP Morgan ,reconciliation of Purchasing Card statements
* Maintains and monitors duplications, accounting, and equipment maintenance
* Maintain appropriate records and files
* Handles all the school's financial transactions and record keeping
* Enter data into online spreadsheets and databases (Excel, Oracle, Lawson, and QuickBooks)
* Receive and record cash, checks, online payment and voucher posting debits and credits
* Manage financial reports such as balance sheets, income statements and account totals; and reconcile discrepancies or shortages
* Prepare bank deposits, verifies and balances receipts
* Reviews and reconciles employee mileage, travel, and business expense reimbursements
* Pays and prepares invoices after approval by the principal and monitors overdue accounts
* Collects data and assists principal with some or all of the following: decentralized, athletic, and activity budgets for the next school year
* Manages the school operating athletics, activities and construction budget
* Responds to telephone calls, routes calls, takes messages, and assists staff, parents, and community in regard to concerns and questions

**First Bank, Aurora CO May 2014-Febuary 2017**

New Account Representative

* Developed and maintained account relationships with current customers and resolve customer problem by providing solutions through quality service and product knowledge.
* Cross-sold Credit card or other accounting needs to the customer.
* Issued Money orders and Cashier’s checks
* Opened and maintained Safe deposit box accounts
* Processed cash advances, redeem U.S. Savings Bonds
* Handled visitor’s questions and complaint in a courteous and professional manner
* Assisted members and staff using computer applications, telephone systems and general office equipment
* Trained new staff members on customer service and business policies
* Assisted with risk management and maintenance of center

**CITI Bank, Allen TX October 2013-April 2014**

Bank Teller

* Received checking and savings deposits: verify cash and endorsements, receive proper identification for cash back and issue receipts of deposit
* Examined checks deposited and determine proper funds availability based on regulation requirements and complete hold notices
* Identified counterfeit currency
* Answered basic customer inquiries regarding interest rates, service charges and account histories while complying with disclosure requirements, regulations and consumer privacy policies
* Cross-sold bank products and services
* Referred customers to the proper department for issues that cannot be resolved at the teller line
* Issued personal money orders and cashier’s checks, accept orders and payment for U.S Savings Bonds
* Accepted loan payments: verify payment amount and issue receipts
* Bought and sold currency from the vault as necessary, ensuring that teller drawer cash limits are not exceeded
* Received FICA payments: verify deposit coupons are properly completed and checks are made payable to the “Bank”
* Balanced and updated savings passbooks and close accounts when requested
* Followed procedures for removing accounts for dormancy
* Balanced drawer daily, including periodic batching of cashed checks

**Education & Certifications:**

Delhi University, India - Bachelor of Arts (Honors)

Philosophy, Ethics, Political Science

# Pondicherry University, India - Post-Graduation in Human Resource Management

Management Concept, Human Resource Development, Organization

**Bookkeeper Middle school Job Responsibilities**

**Proficiency :** Word, Excel, Lawson, Oracle, PowerSchool, QuickBooks, RevTrak, Info finder, JPMorgan Payment net for One Card, Scanning apps, Point of Sale apps, District directed Purchasing apps such as Office Depot & Amazon