**Yinhua Pan**

***800 Everhard Rd SW #504 ● North Canton Ohio 44709 ● (216) 233-1758 ● cicipan\_115@hotmail.com***

An experienced accounting and business professional with an excellent background in accounts receivable, accounts payable, bookkeeping, and real estate development. Experience with major accounting and office software packages. Meticulous and a proven ability to make critical decisions.. Additional Accounting skills include:

|  |  |
| --- | --- |
| * AP – Full cycle, AR Invoice Creation – Location Summary, Reconciliation, Data entry skills, Audits General Ledger, Individual Tax, Clean the book in QuickBooks Online, Payroll
* Strong administrative, organizational, critical thinking, and team skills
* Industry Lines: Corporate, Real Estate, Healthcare, Manufactory, Investment Planning & Wealth building for Individuals
 | * Experience in accounting systems and database software programs, including QuickBooks, Sage. Infor LN UI, SAP, NetSuite, MyTaxPreOffice.
* Experience using MS software: Word, Excel, Outlook, Team, Access, PowerPoint.
* Ability to work well under pressure, management constraints, and maintain confidentiality
 |

**Education**

**Bryant & Stratton College**, Parma, Ohio  **August 2019 – August 2021**

***Bachelor’s Degree, Business Administration of Accounting***

Relate Coursework: Intermediate Accounting, I & II; Business Law and Ethics. Managerial Accounting, Corporate Income Tax, Advanced Accounting, Auditing,  Financial Accounting, Income Tax Accounting, Payroll Accounting, Personal Financial, Accounting Principles I & II, Financial Analysis, Cost Accounting, and Computerized Accounting, etc.

**Shanghai Academy of Social Sciences**, Shanghai, China **Sep2000 - Jul 2006**

***Master of Business Economics***

**Professional Summary**

**Accounting / Finance Profession Team 2022 – Current**

**1, Cargo Tech AR/AP Specialist**

* Using accounting software is Infor LN UI and SAP
* Perform daily financial transactions, including verifying, classifying, computing, posting, and recording accounts receivables data.
* Reconciliations to ensure that all payments are accounted for and properly posted.
* Verify discrepancies and work with purchase to resolve any invoicing to PO issues.
* Facilitate payment of invoices due to collaborating with vendors and obtaining statements of account when necessary.
* Full Cycle Accounts Payable, Investigate Discrepancies, Account Reconciliation.

**2, Perlan Sakes Inc. Staff Accounting**

* Using accounting software is sage.
* Invoice and receipts enter every day then Daily Transaction Register, reports detailing accounts receivable status.
* Accounts Payable Invoice Register.
* Manual Check and Payment Register for Cash Receipts , Bank ACH (Credit) Receipts

Journal Entry.

* Checks report to Sage and Prepare bank deposits and remote deposit.
* Reconciliations to ensure that all payments are accounted for and properly posted.
* Verify discrepancies and work with purchase to resolve any invoicing to PO issues.
* Facilitate payment of invoices due to collaborating with vendors and obtaining statements of account when necessary.
* Charges expenses to accounts and cost centers by analyzing invoice and expense reports.

**3, MGO Building Wealth Payroll & Accountant**

* Adjusting the company ledger to accurately reflect balance sheets.
* Setting standard costs of clients’ fees for Advisors and the company.
* Performing account & bank reconciliations.
* Income by customer transfer from QuickBooks desktop to QuickBooks Online.
* Create reports on improving efficiency and reducing financial waste and make it easier to understand and itemize expense reports.
* Calculating net salaries, deductions, and withholdings,
* Updating payroll files and general ledger.
* Facilitate payment of invoices due by sending bill reminders and contacting clients

 **4, Ed’s Equipment Company**  **A/R and A/P Specialist**

* Recording transactions of all credit card to QuickBooks from 2015 to 2022, reconciliation process.
* Posting , and Fix a Balance Sheet that’s out of Balance in QuickBooks Online..
* Identify and analyze the transaction – Make Journal entries from 2015 to 2022.
* Process all forms of daily company's financial transactions, including verifying, classifying, computing, posting, recording accounts receivables data.
* Incoming payments be recorded, and each payment be connected to a specific invoice number for reference.

**5, Country Pure Food Inc Accounts Receivable**

* Update client accounts based on payment.
* Updated accounts receivable status and aging report for each account.
* Enter accounts receivable into sales sheet in Excel.
* Accounts Receivable analyzation and reporting from Excel.
* Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.

**Midwest Heath Services, Inc.**, Massillon, Ohio  ***Staff Accounting & Audit General Ledger* Jan 2020 to Jan 2022**

* Analyzed banking transactions.
* Process daily internal of receipts
* Perform account reconciliations & processing receipts.
* Process Day to Day Financial Transactions, Including Verifying, Classifying, and Recording Accounts Payable Data.
* Customer calls to follow up on past due amounts.
* Make checks for payment on weekly.
* Worked with CFO and Accounting Team to resolve problem short payments / over payments.
* General Ledger Audits
* A/R – Invoice Created-Location Summary
* Accounting systems and database software program in QuickBooks
* Process credit card payments

**Internship**—***Park East Bookkeeping, Inc.*** **January – April 2018**

* Provide Bookkeeping and Administrative tasks.
* Data Entry Day to day.
* Perform Customer account analysis for underpayments and overpayments.
* Assist with Boss projects.
* Reconciliations Bank Statement.
* Accounting systems and database software program in QuickBooks

**Volunteer**—***Cuyahoga EITC Collection Tax Preparer* January – April** for **2016 – 2023**

* Volunteer tax preparer assisting clients with preparation of Federal and State tax returns.
* Software is My-Tax-Pre-Office.

**Cardinal Technical, Inc.**, Hinckley, Ohio ***Bookkeeper, Accounts Receivable and Accounts Payable* 2011 – 2013**

* Issue manual invoices for services (i.e., customs missing payment. ), Facilitate payment of invoices due by sending bill reminders and contacting clients.
* Process credit memos & debit memos
* Process Day to Day Financial Transactions, Including Verifying, Classifying, and Recording Accounts Payable Data.
* Customer calls to follow up on past due amounts.
* Managed Project Progress Pay Schedules.
* Accounting systems and database software program in Microsoft Office.

**He Zhen Real Estate, Inc.**, Shanghai, China ***Senior Manager* 1994 – 2011**

Provided oversight of the construction and sale of high-rise housing developments for community development corporation, with the average project investment of over hundreds of million.

* Process all Company’s Business
* Manager Company’s Finance and Monitor Real Estate Sales Situation
* Coordinated Activities among Multiple Departments for the Duration of Projects
* Negotiated Land purchases for construction high Building.
* Maintains financial historical records by filing accounting documents.
* Obtaining information to ensure records are accurate and complete and that accounts receivable ledgers and journals are up to date.