

# Liliane Konissi

## Bookkeeper

Phone: (210) 789-6553 | Email: konissili@gmail.com | Location: Glen Burnie, Maryland

### Professional Summary

Detail-oriented Bookkeeper with 2 years of experience managing financial records, reconciliations, payroll, and reporting. Skilled in QuickBooks, Excel, and financial analysis, with a proven ability to ensure accuracy, efficiency, and compliance in bookkeeping operations.

### Skills

- Accounts Payable & Receivable
- Bank Reconciliation
- Payroll Processing
- QuickBooks & Excel
- Financial Reporting
- Budgeting & Forecasting
- Data Entry & Accuracy
- Tax Preparation Assistance

### Work Experience

#### **Bookkeeper | Data Service Group | Bear, Delaware | 06/2023 – Present**

- Manage accounts payable and receivable, ensuring timely payments and collections.
- Perform monthly bank reconciliations and maintain accurate financial records.
- Process payroll and assist with quarterly/year-end tax filings.
- Prepare financial statements and provide insights to management.

#### **Data Analyst | Africa Security Cameroon | Douala, Cameroon | 01/2018 – 05/2023**

- Analyzed customer billing data and ensured accuracy of invoices, reducing discrepancies and improving collection efficiency.
- Collected, validated, and recorded payment data, applying receipts to the correct accounts and maintaining clean datasets for reporting.
- Monitored outstanding balances, produced aging reports, and provided insights to management on overdue accounts and collection trends.
- Conducted monthly reconciliations and variance analysis of customer accounts, identifying and resolving discrepancies to maintain data integrity.
- Built and maintained structured records of invoices, receipts, and payment histories, enabling accurate reporting and decision-making.

### Education

Master in MPPG or Finance | ESSEC | 2013

## **Certifications**

- Intuit Bookkeeping Certification
- QuickBooks Online Certification Level 1
- QuickBooks Online Certification Level 2
- QuickBooks Online Payroll Certification