

Rosadairis Sujo

Resume

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Rosadairis Sujo
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Rosadairis@aol.com

Summary

A full qualified Accountant who is responsible for independently performing common and routine aspects in finance. Competent with various software programs: Word, Excel, Peachtree, QuickBooks, Drake, Windows, Outlook, etc.

History

SSCPA, LLC - 15485 Eagle Nest Lane Suite. 150, Miami Lakes, FL
Accountant/Operating Manager
Jan 2009 thru Current

Manage and operate all general accounting tasks. Maintain and organize company client files by summarizing, allocating, and posting transactions. Managing the office daily operations, including keeping track of the company accounts payables and receivables.

Bookkeeping

Accounts Payables & Receivables
Monthly, Quarterly, & Annual Payroll Reports & Payments
Sales Tax Filing & Payments
Business Tax Returns
Bank and Credit Card Reconciliations

OM Management - 4483 NW 36th Street, Miami Springs, FL
Medical Review Officer
May 2004 thru May 2008

Generating and reporting over 300 testing reports daily. Managing the office daily operations, including keeping track of the company accounts payables and receivables.

Process Testing Reports
Accounts Payables & Receivables
Quarterly & Annual Reviews

Intermediate testing results between employee and physician

One Way International - Miami, FL
Import & Export Administrator
2001 thru 2003

Manage all activities pertaining with receiving and exporting of shipments. Manage all office daily operations.

Process Orders for shipping
Prepare Bill of Lading for shipment creation
Track orders for shipments imported or exported through airlines or trucks

Education

Miami Dade College, Business Accounting AS - 2012

Lifetime Online Webinars, Accounting and Tax

Authorized to work in the US for any employer

Work Experience

Accountant

SSCPA, LLC - Miami, FL
January 2009 to December 2020

Owner and operator of an accounting and tax return office. I completed the accounting and tax returns for several business clients.

I.e. Accounting, tax, payroll, sales tax returns, etc.

Education

Associate in Business Accounting

MDC - Miami, FL
January 2010 to December 2012

Associate

Associate

Skills

- Accounting
- Accounts Payable
- Bookkeeping
- Payroll

- QuickBooks