Kofi Anokye-Boateng

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# ATTRIBUTES

* General accounting knowledge (GAAP)
* Ability to learn quickly, work effectively, communicate, and have a willingness to work.
* Efficient in Microsoft office, (excel, pivot tables, power point, word, outlook).
* A professional, team skills, problem solving ability, and function in an organizational setting.
* Attention to details, and strong organizational skills.
* Diligence, confidence, and professionalism when interacting with customers/clients.
* Ability to analyze issues, critically evaluate options and execute a solution fairly.
* Multitasking, and priorities effectively, take directions, and meet deadlines.

# WORK EXPERIENCE

OTG Management, LLC, Newark Airport, NJ 10/2022 – 04/2024

# Accounts Payable Processor

* Analyzed invoices, reconciled invoices using crunch time, and performed export.
* Conducted daily invoices audit for accuracy.
* Performed data entry and managed spreadsheet.
* Performed reconciliation of vendor accounts.
* Performed document attachments, scanning, printing, and kept files.
* Vendor relations and communication.
* Researched and resolved discrepant invoices and provided discrepancy detail to AP reconciliation team on Crunch Time.

Spectra Force Technologies, Summit, NJ 04/2022 – 10/2022

# Manufacturing Technician Trainee

* Training procedures, including safety measures.

Swissport Cargo Services, Newark Airport, NJ 10/2020 - 04/2022

# Warehouse Cargo Agent

* Ensured document integrity with related cargos for air shipment.
* Scanned, sorted, and built mail cargo into cans and carts for shipment.
* Arranged warehouse handling equipment and loaded and unloaded air cargo.

Worldwide Flight Services, Newark Airport, NJ 10/2019 - 10/2020

# Ramp Agent

* Worked as part of a team to deliver safe and efficient plane services, such as, guided landed airplanes to their gates and out their departures.
* Maintained safe, clean, and secure ramp and operations.
* Participated in loading and unloading passenger luggage and other cargoes into or out of planes, and operated ground service equipment and other service trucks.

# EDUCATION

Rutgers University, Newark, NJ Bachelor of Science, Accounting. 2012