

# ESH RAT

## CONTACT



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Toronto, ON M5R 3G8

## SKILLS

- Documentation and Record Keeping
- Financial Reporting and Analysis
- Vendor Management and Invoicing
- Accounts Payable and Accounts Receivable
- Purchase Orders and Reconciliation
- Microsoft Office Suite (Advanced in Excel: Pivot Tables, VLOOKUP, Macros)
- Compliance with Financial Policies and Procedures
- Data Entry and Management
- Collaboration with Cross-Functional Teams
- Problem Solving and Organizational Skills

## PROFESSIONAL SUMMARY

Experienced Finance Coordinator with a strong background in financial reporting, vendor management, and accounts reconciliation. Proven ability to maintain accurate documentation, ensure compliance, and support cross-functional teams to achieve organizational goals. Proficient in MS Office and Microsoft Excel, with expertise in invoicing, purchase orders, and accounts payable/receivable. Known for exceptional attention to detail and data accuracy in all financial processes.

## EXPERIENCE

October 2022 - Present

### Finance Administrative Coordinator

Proton Learning Center, Toronto, ON

- Collaborate with various departments to ensure **compliance** with financial policies and procedures, streamlining invoicing, vendor payments, and reporting processes.
- Maintain **accurate financial records** for payroll and vendor payments using **QuickBooks** and **Microsoft Excel**, ensuring data **accuracy** and timely submission to the accounting department.
- Manage **accounts payable/receivable** processes, including **reconciling** discrepancies and handling **purchase orders**.
- Provide administrative support for **financial reporting** and **data entry**, ensuring that documentation is accurate and up-to-date for audits and internal reviews.
- Coordinate vendor contracts and **vendor management**, overseeing service agreements and timely payment processing.
- Facilitate the smooth flow of **invoicing**, payments, and reconciliations, ensuring financial data integrity and compliance.
- Stay up to date with company policies to ensure staff are informed of changes in **compliance** and benefits.

July 2020 - July 2021

### Business Analyst

HelloDoc24, Dhaka, Dhaka

- Handled **invoice processing**, ensuring all discrepancies were resolved promptly and maintaining professional relationships with vendors.
- Supported financial planning by managing project **budgets, procurements**, and **financial analysis** for expenditures.
- Utilized **advanced Excel functions** to streamline **data entry**, perform reconciliations, and create visual reports for senior management.

- Managed **purchase orders** and monitored vendor contracts to ensure **compliance** with budgetary constraints.

September 2019 - December 2019

### Corporate Finance Intern

Renata Pharmaceuticals

- Assisted in preparing **financial reports** and conducting in-depth **financial analysis** to support decision-making for investments.
- Used **Microsoft Excel** (pivot tables, VLOOKUPs, macros) to automate tasks related to **data entry, analysis, and reporting**.
- Supported the finance team in **reconciling** accounts and managing **accounts payable** and **receivables**, ensuring **accuracy** and compliance with corporate policies.
- Worked closely with the finance team to purchase investments and maintain records in line with company policy.

## EDUCATION

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August 2023

### Postgraduate Diploma in Global Business Management

Centennial College, Toronto

May 2020

### Bachelor of Science (B.S.) in Pharmacy

North South University, Bangladesh

## CERTIFICATIONS

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- Google Data Analytics
- Google Business Intelligence