

MD SAJU AHMED SUNNY

Address: Surrey, BC
Phone number: +1 604 910 3850
Email address: sunny.professionals@gmail.com
LinkedIn: www.linkedin.com/in/sajuahmedsunny

Education

04/2023 Vancouver, BC	FINANCE MBA University Canada West
04/2021	OTHM Level 6 Diploma Accounting & Business OTHM, UK
01/2014	SQA Higher Diploma in Accounting SQA, UK
05/2012	ACCA Level 4 Diploma in Accounting & Business ACCA, UK

Experience

04/2024 – present South Surrey, Canada	Accounts Payable/Invoicing Administrator O.K. Tire Stores Inc. <ul style="list-style-type: none">Managed vendor accounts for key suppliers such as Bridgestone, Sailun, and Toyo, which ensured timely and accurate payments while fostering strong relationships with these crucial partners.Coordinated weekly check runs, general ledger reconciliations, and expense reports, helping maintain accurate cash flow and supporting reliable financial reporting.Processed and accurately coded invoices, credits, and freight claims, which ensured proper allocation and strict adherence to company policies for financial integrity.Conducted vendor reconciliations and promptly resolved discrepancies, reducing payment delays and significantly improving overall financial accuracy.Maintained organized records and improved the accounts payable workflow by categorizing the inbox, which enhanced efficiency in the invoice processing cycle.
07/2024 – 05/2024 Vancouver, BC	Store Supervisor King Royal Convenience Ltd. <ul style="list-style-type: none">Supervised daily store operations, leading a dedicated team of sales associates to consistently deliver high-quality customer service, which helped enhance customer satisfaction and loyalty.Developed employee schedules to ensure optimal staffing during peak hours, resulting in improved service efficiency and reduced wait times for customers.Oversaw inventory control and restocking processes, optimizing product displays to drive sales performance and improve the overall shopping experience.Collaborated with management on promotional strategies, contributing to a significant 30% increase in sales, which boosted store profitability.Reconciled incoming stock with purchase orders and maintained accurate sales and tax records (PST/GST), ensuring compliance and smooth financial operations.



Experience

05/2022 – 04/2022
Vancouver, BC

Customer Service Representative
King Royal Convenience Ltd.

- Delivered detailed product information and resolved customer inquiries, which enhanced overall satisfaction and significantly reduced complaints.
- Processed sales transactions efficiently using POS systems, ensuring accuracy in cash register operations and contributing to smooth daily operations.
- Managed daily cash balancing and end-of-day closing procedures, which maintained financial integrity and accuracy for the store.
- Executed essential store closing tasks, including system shutdowns and alarm setup, which ensured the security and safety of the store after hours.

05/2017 – 02/2020
Dhaka, Bangladesh

Finance Manager
Akter Banu Agro Ltd.

- Led budgeting and financial planning processes, which ensured operational profitability and a clear financial roadmap for the company.
- Negotiated supplier contracts to reduce costs, helping to enhance financial efficiency across all departments.
- Managed bank account reconciliations and payment tracking, which improved the accuracy of transaction processing and minimized discrepancies.
- Generated detailed financial performance reports, supporting strategic decision-making and enabling the leadership team to make informed business choices.

06/2014 – 03/2017
Dhaka, Bangladesh

Office Admin/Bookkeeping Assistant
YB Developers Ltd.

- Maintained accurate financial records, which included ledgers, journals, and reconciliations, ensuring that all data was up-to-date and reliable for decision-making.
- Processed invoices, deposits, and vendor payments according to company protocols, helping to streamline financial operations and maintain good relationships with our vendors.
- Reconciled vendor statements and resolved billing discrepancies, which improved our accounts payable accuracy and reduced disputes with suppliers.
- Provided administrative support by managing schedules, document organization, and office coordination, creating a more efficient work environment for the entire team.



Certifications

2023

QuickBooks Essential Training
LinkedIn Learning

2024

Sage Business Cloud Accounting
Sage University



Skills

Accounts Payable
FULL

Bookkeeping
PROFESSIONAL

Administrative support
PROFESSIONAL

Retail Management
FULL

MS Excel
PROFESSIONAL

Quickbooks Online
PROFESSIONAL

Sage Business Cloud
Accounting
PROFESSIONAL