

ANUSUYA SUBAMANY

104 Robert Berry Crescent, King City, ON, L7B 0M3

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Education

Beta College <i>Accounting and Payroll</i>	2018 Canada
Beta College <i>Microsoft Word, Excel, and Quick Book</i>	2010 Canada
University of Colombo <i>Business Administration</i>	1992 Sri Lanka
Pitman Examinations Institute <i>Advanced Bookkeeping and Accounts</i>	1991 Sri Lanka
Methodist Girls High school <i>G.C.E Advanced Level Completed (Equivalent to Grade 13). Accounting, Commerce and Finance, Economics</i>	1989 Sri Lanka

WORK EXPERIENCE

Sorbara Group of Companies <i>Corporate Accounts Receivable/Payable</i> - Managed daily accounts receivable and payable functions using Newstar accounting software. - Prepared invoices and processed customer payments, credits, deposits, and vendor transactions. - Reconciled customer and vendor accounts and resolved payment and billing discrepancies. - Completed monthly bank reconciliations and verified deposits, withdrawals, and payments. - Prepared journal entries and reconciliation reports for month-end and year-end closing. - Filed GST/HST returns and calculated Input Tax Credits and net remittances. - Reconciled HST payable and receivable accounts and resolved CRA discrepancies. - Responded to customer, vendor, and internal inquiries regarding invoices and payments. - Finalized tenant data, payment schedules, and annual realty tax and maintenance charge calculations in Newstar. - Maintained accurate financial records and supporting documentation for CRA compliance.	2019-2026 Woodbridge , ON
Echo Accounting Solutions <i>Bookkeeping (Part Time)</i> - Managed bookkeeping, including AP, AR, invoicing, and expense tracking. - Reconciled bank, credit card, and general ledger accounts and resolved discrepancies. - Prepared HST/GST calculations and remittances. - Maintained accurate financial records and supporting documentation. - Assisted with month-end/year-end procedures and financial reporting. - Communicated with clients to resolve accounting inquiries and obtain required documentation.	2018-2025 North York, ON
Tim Hortons <i>Supervisor/ Customer Service Representative</i> - Supervised daily shift operations and delegated tasks to ensure efficient workflow and service. - Provided friendly, professional customer service and resolved questions and complaints effectively. - Processed customer orders and handled cash, debit, credit, refunds, and POS transactions accurately. - Monitored food quality, order accuracy, cleanliness, and speed of service. - Assisted with inventory management, stocking, product rotation, and waste control. - Completed opening and closing procedures, including cash reconciliation and shift documentation. - Ensured compliance with food safety, health and safety, and company standards. - Supported management with scheduling, shift coverage, employee performance, and daily operations. - Worked collaboratively with team members in a fast-paced, high-volume environment to meet customer and business needs.	2000-2019 King City, ON
Gelda Scientific and Foods <i>Accounts Receivable Clerk</i> - Maintained computerized accounting systems for Accounts Receivable and Accounts Payable. - Entered daily financial transactions and invoices using DacEasy accounting software. - Prepared and distributed customer statements and maintained accurate account records. - Responded to telephone inquiries, took messages, and directed calls as required. - Performed general administrative duties, including filing, photocopying, and document organization.	1989-2000 Mississauga, ON

Technical Skills

Languages: Tamil, English

Softwares: Microsoft Excel, Word, Newstar, Quick Book

Certifications: First Aid, CPR and AED Training, Floor Leadership Course, Effective Shift Management Course, WHMIS, Health and Safety Basic Certification Training Program, Speed of Service Training Program, Supervisor- Smart Trac Training, G Driver's License