

SANDEEP MANN

ACCOUNTING & OFFICE ADMIN ASSISTANT - AP/AR & Payroll Administration

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SKILLS

- **Office Productivity tools:** Google doc for document creation/editing, MS Excel with Pivot Tables, VLOOKUP.
- **Accounting Software:** QuickBooks for bookkeeping/AR/AP, ERP 50 for ledger automation, financial analysis.
- **Email & Workspace:** Outlook for interaction, Google Workspace for workflow, document versioning tools.
- **Financial Reconciliation:** Bank and credit card reconciliation, AP/AR processing, and vendor payments.
- **Payroll & Reporting:** Payroll administration with ADP/Payworks/Ceridian, document management systems.

WORK EXPERIENCE

Accounting & Office Admin Assistant **September 2025 - Present**
Bangkok Food Truck *Moncton*

- Managed AP and AR cycles by processing 120+ invoices monthly, coordinating with 15 vendors, tracking receivables aging, and resolving discrepancies, improving cash flow accuracy by 30% and reducing pending balances.
- Executed PO, invoice, and receipt matching for 200+ transactions quarterly, posting journal entries and reconciliation adjustments, reducing reporting variances by 25% and strengthening month end close timelines accuracy.
- Facilitated payroll processing for 20+ employees by validating timesheets, statutory deductions, ROEs, and T4 data, maintaining 100% compliance while reducing payroll processing errors by 35% through verification controls.
- Maintained finance files and records for 300+ documents, ensuring audit readiness and reducing retrieval time.

Personal Support Worker **February 2023 - August 2025**
SerenaCare Inc. *Moncton*

- Coordinated daily care schedules for 10+ clients by documenting service activities, updating records, and communicating changes, improving service continuity by 28% while maintaining compliance with operational protocols.
- Maintained accurate documentation across 300+ service records annually, ensuring audit readiness and reducing reporting gaps by 32% through structured record updates and standardized documentation workflows protocols.
- Collaborated with multidisciplinary teams across 5 departments, relaying status updates and service requirements, reducing escalation frequency by 27% and improving coordinated care delivery timelines efficiency.

Store Supervisor **February 2021 - February 2023**
Little Caesars *Moncton*

- Supervised 12 staff members per shift by assigning tasks, monitoring workflows, and enforcing operational procedures, increasing shift productivity by 30% while maintaining service quality benchmarks standards.
- Reconciled daily register balances across 4 terminals by validating transactions and resolving discrepancies, reducing reconciliation errors by 40% and improving financial tracking accuracy controls verification reconciliation.
- Managed customer service escalations averaging 60 cases weekly, documenting resolutions and coordinating corrective actions, reducing repeat complaints by 25% through process adherence protocols workflow monitoring.

Junior Bookkeeping Assistant **January 2019 - November 2020**
Gupta Piyush & Company *India*

- Facilitated bookkeeping operations by updating AP, AR, payroll entries, and receipt logs for 50+ clients, improving record accuracy by 35% through systematic data validation methods controls reconciliation auditing.
- Prepared and formatted financial statements, audit schedules, and client reports totaling 200+ documents annually, reducing revision cycles by 30% through standardized templates protocols workflow analytics verification.
- Managed physical and digital filing systems containing 1,000+ records, improving retrieval efficiency by 40% while maintaining documentation compliance standards controls procedures indexing tracking validation auditing.

VOLUNTEER EXPERIENCE

Bookkeeping Assistant **August 2022 – February 2023**
Little Caesars *Moncton*

- Entered 150+ daily financial transactions into QuickBooks, applying precise vendor, tax, and account coding verification processes controls, improving ledger accuracy by the 35% and reducing posting discrepancies.
- Monitored 200+ invoices, cash receipts, and supporting documentation using digital filing systems, maintaining audit-ready files, increasing retrieval by 40% and enhancing reporting accuracy through workflow standardization.

EDUCATION

Accounting & Payroll Administration Diploma January 2025 – December 2025
New Brunswick Community College, Moncton

Master of Organizational Management September 2020 – June 2021
Crandall University, Moncton

Bachelor of Computer Applications August 2007 – April 2010
Punjab College of Technical Education, India

CERTIFICATIONS

- **Payroll Compliance Practitioner (PCP)** – National Payroll Institute (NPI)