

Sidra Hallack

Accounts Payable Supervisor

✉ sidra.hallack@gmail.com

☎ (937) 229-5556

📍 123 Maple Street, Columbus, OH 43215

EDUCATION

Bachelor of Science in Accounting at Miami University, Oxford, OH

Sep 2013 - May 2018

Relevant Coursework: Financial Accounting, Managerial Accounting, Cost Accounting, Auditing, Taxation, Financial Management, Accounting Information Systems, and Business Law.

LINKS

[linkedin.com/in/sidrahallack](https://www.linkedin.com/in/sidrahallack)

SKILLS

QuickBooks

Excel

SAP

Invoicing

Reconciliation

Budgeting

Negotiation

LANGUAGES

English

Indonesian

HOBBIES

Gardening

Photography

Playing a musical instrument

PROFILE

Results-driven Accounts Payable Supervisor with 5 years of experience in managing and streamlining accounts payable processes. Proven track record of improving efficiency, reducing errors, and ensuring timely payments. Proficient in multiple accounting software platforms and skilled in team leadership, vendor management, and financial analysis. Adept at collaborating with cross-functional teams to achieve organizational goals and maintain strong vendor relationships.

EMPLOYMENT HISTORY

● Accounts Payable Supervisor at Sherwin-Williams, OH

Apr 2023 - Present

- Implemented a new automated invoice processing system, resulting in a 30% reduction in manual data entry errors and a 25% increase in invoice processing efficiency for the Ohio branch of Sherwin-Williams.
- Streamlined the accounts payable process by identifying and resolving bottlenecks, which led to a 20% reduction in late payments and improved vendor relationships.
- Reduced outstanding invoices by 35% over a 12-month period by implementing stricter payment policies and closely monitoring overdue accounts.

● Accounts Payable Specialist at Procter & Gamble, OH

Sep 2018 - Feb 2023

- Successfully reduced invoice processing time by 30% through the implementation of a new automation software, leading to increased efficiency and accuracy in the Accounts Payable department at Procter & Gamble, OH.
- Managed and reconciled over \$10 million in vendor accounts annually, ensuring timely and accurate payments while maintaining strong relationships with over 200 suppliers.
- Implemented a new vendor onboarding process that streamlined communication and documentation, resulting in a 25% decrease in errors and discrepancies during the first year of use at Procter & Gamble, OH.

CERTIFICATES

Certified Accounts Payable Professional (CAPP)

Aug 2021

Certified Manager of Accounting and Financial Operations (CMFO)

Jan 2020

MEMBERSHIPS

Institute of Financial Operations (IFO)

Association for Financial Professionals (AFP)