



# PREM GAZMERE

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## SUMMARY

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Motivated professional skilled in account receivables, administrative support, IT support, and customer service. Proficient in SAP, Microsoft Office, web design, and multiple languages (English, Nepali, Hindi). Experienced in inventory management, payment processing, and online marketplaces. Tech-savvy with strong typing skills, attention to detail, and effective time management. Ready to contribute to organizational success.

## WORK EXPERIENCE

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### **Insurance Sales Representative-Amber achhamey ins**

**Sep 2022-Present**

- Engage with customers professionally and kindly, actively listening to their insurance needs and finding the best quotes tailored to their specific requirements.
- Build positive customer relationships, demonstrating professionalism, empathy, and trustworthiness. Follow up with customers to address any additional questions or concerns they may have.
- Keep my manager informed about my daily activities, progress, and challenges. Collaborate with team members to share insights, and best practices, and support one another in achieving individual and team goals.

### **Account Receivable Representative-Credit Card Processor-Cintas**

**July 2018-Feb 2022**

- Strong understanding of accounts receivable processes, payment reconciliation, and general accounting principles.
- Attention to Detail: Exceptional attention to detail, accuracy, and ability to handle a high volume of transactions while maintaining data integrity.
- Experience working with SAP and AS400 or similar financial systems for processing transactions and maintaining records.
- Proficiency in Microsoft Office applications (Excel, Word, Outlook) and the ability to navigate intranet/internet resources effectively.

### **Real-Estate Data Control Clerk-RobertHalf Contract Employee**

**May 2017-April 2017**

- Perform real-estate transfer data entry.
- Conduct real-estate transfer data quality control by comparing seller/purchaser transaction data to ensure accuracy.

### **IT Support/Administrative Assistant**

**Feb 2016 - May 2018**

- Install and configure software applications and updates.
- Diagnosing and resolving hardware, software, and network issues

- Assisting with login issues, password resets, and access permissions.
- Assisting with issues related to Wi-Fi and wired network connections.
- Providing technical support for campus events, including setting up audio/visual equipment. Assist in the production and distribution of marketing materials, including brochures, flyers, and promotional items, ensuring brand consistency and timely delivery.
- Utilize graphic design software to create visually appealing digital assets such as social media graphics, email newsletters, and website banners, aligning with marketing objectives and brand guidelines.
- Manage the planning, coordination, and execution of events, including logistics, vendor management, timelines, and budgets, to ensure successful and memorable experiences for participants.
- Perform accurate and timely data entry to update marketing databases, event attendance records, customer information, and other relevant data, ensuring data integrity and accessibility.

## EDUCATION

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**Undergraduate Program-Sunny Buffalo State University**

**Jan 2018-Present**

- Business Administrative

**Associate Degree-NHTI-Concord Community College**

**Aug 2015-May 2018**

- Accounting

## ADDITIONAL INFORMATION

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- **Skills:** Problem-solving, quality control, Microsoft Office, data entry, willing to learn, relationship building, attention to detail, High-Speed Typing, supply chain management, CAD software, CompTIA Security+, proficient in Microsoft Office (Word, Excel, PowerPoint), basic webpage design, digital video production, online marketing, administrative support, customer service, and online business.
- **Languages:** English, Nepali, Hindi.
- **Certifications:** Google Ads Display Certification, Google Ads Search Certification, Google Analytics Certification