

KAREN EDOO, FCCA, MBA

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Professional Summary: Detail-oriented and proactive finance and accounting professional with 20 years of experience both as a professor and in the accounting workplace. Proven expertise in tax return preparation, payroll management, accounts receivables, accounts payables and financial reconciliation across diverse industries, including insurance, oil and gas services, construction, manufacturing, healthcare, and services. Adept at generating insightful management reports, ensuring compliance with accounting standards (IFRS and IFRS for SMEs), and providing strategic financial advisory services. Seeking a role as an Accountant or Financial Analyst in a growing organization where I can leverage my extensive background to contribute to financial success and operational efficiency.

Professional Certification: Chartered certified accounting professional and member of the International Association of Chartered Certified Accountants (ACCA): equivalent to the American Institute of Certified Public Accountants (AICPA)

Key Skills

Communication, Staff development, Leadership, Financial planning, Analytics, Budgeting, Accounting Standards, Financial Statement analysis, Strategic planning.

Education

Heriot Watt University - Master of Business Administration	Dec 2015
Association of Chartered Certified Accountant - M.Sc. Accounting	Dec 2005
Association of Chartered Certified Accountant - Diploma (ACCA)	Dec 1999

Professional Experience

EOG Resources – Houston TX

Sept 2025 – January 2026

International Accountant

- Accounting Support for EOG's international subsidiaries in Gulf States, Australia and Trinidad.
- Expense Report Processing for international employees
- Accounts Payable Processes. Managed invoice processing for all entities workflow by.
 - Setting up new Vendors and updating changes that may be required
 - Inputting approved invoices in the system
 - Coding invoices
 - Preparing payments via wire transfers and ACH daily
 - Recording payments
 - Generating daily reports Aged Analysis
 - Prepare payables documents for audits
- Journal Entries.
- Assist in creating SQL queries.
- Coordinating and supporting foreign accounting teams during accounting close and special projects.

- Preparation of monthly and quarterly close
 - Debit notes for international operating entities – Intercompany charges
 - General ledger reconciliations for all international entities
 - Oversaw comprehensive bank reconciliation function, including transaction matching, Discrepancy resolution and reporting for all entities
 - Record intercompany balances
 - Record bank interest
- Assist with preparing documents for audits

Newland Oiltools Inc. – Houston TX

Jan 2025 – June 2025

Operations Manager/ Office Manager

- Managed office supplies and smooth running of office
- Process Improvement
- Imports / Export Control
- Cost Control Management
- Facility Management
- Managed Office supplies

University of the West Indies – Faculty of Social Sciences

Sept 2023 - May 2024

Professor of Management and Finance

- Delivered lectures on Financial and Management accounting at a B.Sc. level
- Prepared and designed course material, examinations, graded scripts and advised students
- Provided financial consultancy to private organizations

Kentz Caribbean LLC – Member of SNC Lavalin

Feb 2020 - Aug 2023

Financial Analyst

- **Cost Control Management:** Effectively tracked and reported Electrical and Instrumentation costs for high-value new and expansion projects, including Mitsubishi, Bechtel/BP, Ruby Oil Platform, and Galeota, managing budgets ranging from \$3M to \$27M.
- **Accounts Payable Optimization:** Streamlined the processing of over 100 invoices per month, ensuring optimal use of working capital, accuracy in payments, and timely disbursements to enhance cash flow management.
- **Asset Control and Management:** Facilitated the efficient availability and deployment of materials, equipment, and personnel for multiple projects, overseeing a portfolio of over 300 assets and 100 skilled labor personnel.
- **Cross-Functional Collaboration:** Worked closely with procurement, taxation, and financial control teams to streamline invoice processing during peak project periods, improving operational efficiency.
- **Payroll Processing:** Managed payroll for over 80 weekly and 20 monthly employees, ensuring accuracy and compliance with all regulatory requirements.
- **Banking Authorization and Transactions:** Authorized and performed all banking transactions on behalf of the company, ensuring compliance with internal controls and procedures.
- **Receivables Management:** Developed and implemented a proactive system in collaboration with project controls personnel to identify cost variations, facilitating timely billing to clients and improving cash flow.

- **General Ledger Review and Reconciliation:** Conducted thorough reviews and reconciliations of general ledger accounts, ensuring accuracy and integrity of financial records through meticulous journal entry recording.
- **Office Management and Administrative Oversight:** Supervised business support functions, enhancing administrative operations and strengthening accounting practices, consistently meeting tight deadlines.
- **Cash Flow and Budget Management:** Developed and monitored weekly and monthly budgets to ensure financial targets were met and resources were allocated efficiently.
- **Technical Proficiency:** Skilled in accounting and financial software, including ACCPAC Sage 300, Peachtree Sage 50, Excel, ERP systems, Hyperion Financial Reporting (HFM & PBCS), and FloQast, leveraging technology for enhanced reporting and analysis.

Corporate Financial Services Limited

Mar 2019 to Jun 2024

Accountant/Auditor

- **Payroll Management:** Skilled in processing weekly, bi-weekly, and monthly payroll registers, issuing pay slips, and managing National Insurance returns for various clients.
- **Financial Reconciliation:** Expertise in managing and reconciling balance sheet ledgers, including bank accounts, credit card accounts, receivables, and payables, in preparation for audits.
- **Management Reporting:** Experienced in preparing detailed monthly management reports, quarterly and annual financial statements tailored to clients' specific needs, including cash flow forecasts and other ad hoc reports as needed.
- **External Audit:** Undertake audit testing and preparation of audit working papers with supporting schedules for clients operating in various industries. Assist the audit manager with audit planning and project management and various technical audit areas including Inventory, Revenue and Receivables. Strong knowledge of International Standards on Auditing.
- **Internal Audit:** Proficient in conducting internal audits to assess risk management processes, internal controls, and compliance, ensuring operational effectiveness and regulatory adherence.
- **Accounts Receivable and Payable:** Managed and processed high-volume accounts payable and receivable transactions for various clients.
- **Fixed Asset Management:** Maintain comprehensive fixed asset and investment property registers, including monthly depreciation journals, disposals, and necessary adjustments.
- **Accounting Standards Compliance:** Strong knowledge of IFRS and IFRS for SMEs, ensuring adherence to financial reporting standards..
- **Journal Entry Management:** Accurately record and maintain journal entries, ensuring proper documentation and approvals are in place.
- **Data Entry & Accounting Software:** Proficient in SAGE and QuickBooks, with extensive experience in data entry across all modules, including sales, purchases, and fixed assets.

Omardeen School of Accounting Limited

Jun 2006- Dec 2019

Senior Professor/ Internal Audit/ Accountant

- **Lectured** - Accounting and Finance at a basic, intermediate, and advance level (BSc, ACCA U.K.)
- **Mentored** - Students advising in areas of personal development and academic progression.
- **Evaluation** - Conduct periodic assessments to continuously evaluate students, assess and identify gaps.
- **Motivation** - Promotional speaking at career development seminars, ACCA program marketing

Internal Audit and Accountant role

- **Internal Audits-** Financial transactions at the Omardeen School of Accountancy Ltd. (OASL), Accounting Services Outsourcing and Bookstore, receipts and deposits of OSAL and its bookstore.
- **Internal controls-** Designed and Implemented improved controls to increase efficiency and ensure accurate financial reporting.
- **VAT-** Preparation and filing of returns, together with all statutory payments in a timely manner.
- **Accounts Payables and Accounts Receivables.**
- **Preparation of Financial Statements.**
- **Budgeting and Cash Flow-** Forecasts advisory services for financing and compliance.