

# Manaia Bennett, Accountant

57 Kahikatea Lane, 4183, Napier, New Zealand, +64 001 00124, manaiabennettwork@gmail.com

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<b>PERSONAL STATEMENT</b>	Meticulous, data-driven and highly-self motivated accountant with a strong history of providing value and results for a diverse range of clients. Highly-skilled at financial planning and using financial software. Analytical, career-focused team-player looking to utilise skills and passion for finance in a new environment.
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## EMPLOYMENT HISTORY

Apr 2021 — Jul 2022	<b>Senior Accountant, KPMG</b>	Auckland
	<ul style="list-style-type: none"><li>Completed important financial statements and reports for clients</li><li>Provided support for auditors in accordance with compliance obligations</li><li>Provided high-quality tax support for clients, including the preparation and analysis of tax documents</li><li>Updated company database with client details and submitted weekly status reports</li><li>Organised financial planning for clients and developed effective tax strategies in accordance with legal obligations</li><li>Prepared account reconciliations and budgets for senior management team</li></ul>	

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Nov 2019 — Nov 2020	<b>Junior Accountant, New Zealand Global Accountants</b>	Auckland
	<ul style="list-style-type: none"><li>Prepared financial statements and forecasts for clients</li><li>Created company invoices and managed company accounts</li><li>Processed balance sheets, payroll and company expenses</li><li>Assisted with audits and reported findings to senior management</li><li>Monitored company budgets and transactions</li></ul>	

## EDUCATION

Feb 2017 — Feb 2020	<b>Bachelor of Commerce, University of Auckland</b>	Auckland
Jan 2012 — Dec 2016	<b>NCEA Level 3, Te Aute College</b>	Ōtāne

Graduated with NCEA Level 1, 2 & 3 with Excellence. Course endorsements in NCEA Level 3 Statistics with Excellence and NCEA Level 3 English with Excellence.

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<b>SKILLS</b>	Leadership	Expert	Microsoft Excel	Expert
	Microsoft Office	Expert	Financial Reporting	Expert
	Budgeting & Forecasting	Expert		

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<b>LANGUAGES</b>	English	Native speaker	Māori	Native speaker
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<b>REFERENCES</b>	Brandon Collier from KPMG New Zealand brandoncollierkpmgna@gmail.com · +64 000 012341
	Angela Turei from University of Auckland angela.tureiuoa@gmail.com · +64 000 00089
	Roger Daniels from New Zealand Global Accountants roger@nuglobalaccountants.com · +64 000 00011