

John Doe

Accountant

Burnside Heights, HU 7+ Yrs Exp.

+36 2563987452

accountant@example.com

Summary

Certified Accountant in account reconciliations, streamlining accounts, and financial planning. Highly motivated professional with a proven track record of delivering accurate reports and high quality service. Possess a comprehensive understanding of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit improvement.

Professional Experience

Accountant

Huntington Associates - Minchinbury, UM | Jul 2017 - Sep 2019

- Oversaw the management of all company accounts.
- Processed staff payroll and other main aspects of financial transactions.
- Managed accounting teams and ensured that all accounting records were complete and accurate.
- Explained financial matters to people outside of the finance department in a comprehensive way.
- Remained professional and discreet when handling sensitive or private financial matters.
- Working closely with junior staff members while aiding them in the progression of their careers.

Staff Accountant

Dubone Partnership - Minchinbury, UM | Nov 2012 - Sep 2016

- Managed accounts by analyzing costs and revenues.
- Projected future trends based on analysis work.
- Managed complex expense reporting.
- Develop strategies for minimizing tax liability.
- Work closely with auditors during all audit processes.
- Performed financial risk assessments for all future business projects.
- Organized sales and profit reports.
- Prepare, review, and submit crucial budget plans for company goals.

Accounting Records Manager

PepsiCo - Minchinbury, UM | Oct 2011 - Oct 2012

Key Skills

Interpersonal Skills

Management

Recruiting

Leadership

Self Integration

Integrity

Certifications

Certified Public Accountant (CPA)

PwC, Mar 2012

Certified Management Accountant (CMA)

Deloitte, Mar 2019

Achievements

Perform diversified duties

Sep 2011

Redesigned and implemented more effective and timely procedures for