

# Robert Smith

## Professional Accountant

### CONTACT DETAILS

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### PERSONAL STATEMENT

Verifying work of and provide guidance to less experienced levels of accountants. Provide functional advice or training to less-experienced accountant positions. Ensuring compliance with corporate policies, carrier agreements, SOX procedures, SSAE16 procedures tax regulations, local GAAP and US GAAP, and local statutory regulations (as applicable) regarding financial matters.

### WORK EXPERIENCE

#### **Professional Accountant** **ABC Corporation - 2008 - 2008**

##### *Responsibilities:*

- Consolidated and presented balance-sheet results/analysis to Controller.
- Performed monthly-trend analysis of expense accounts and presented to upper Management.
- Maintained and monitored prepaid accounts.
- Reconciled balance-sheet accounts.
- Reviewed income-statement accounts for material changes on a daily basis.
- Processed general-ledger entries/adjustments.
- Processed direct charges between affiliates.

#### **Professional Accountant** **Delta Corporation - 2006 - 2007**

##### *Responsibilities:*

- Business partner with Marketing Lead to provide financial results and customer profitability for existing and new customer across various global .
- Analyze data to detect fraud, deficiencies, and non-compliance with laws and regulations Prepare detail reports on audit findings Inspect clients .
- Prepared timely and accurate tax filings and payments for over 600 jurisdictions totaling 350 million annually o Performed monthly liability .
- Teacher of Accounting Principles I & II, Business Maths and Business Arithmetic in many Colleges and Professional Schools of Port-au-Prince, .
- Served the Retail, Service, Non Profit and Construction Sectors San Juan Navigation was initially a client.
- Served 5 Attorneys and 2 Property Manager/Owners.
- QuickBooks Pro Advisor - installation, set up and consulting clients in retail, medical, software and other professional services fields.

### Education

BS In Accounting

### SKILLS

Microsoft Office, SQL

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)