

JOHN SMITH, CGA level 4

22 Street Rd., City, State 00000 • (222) 222 2222 • email@address.com

FINANCE ANALYST

Finance Professional with 5 years performing financial planning, forecasting, and valuation analysis.

HIGHLIGHTS OF QUALIFICATIONS:

- Detail oriented finance and accounting professional with a proven track record providing input and analysis in a collaborative manner to maximize business processes and procedures.
- Expertise in generally accepted accounting practices with extensive experience in accounting environment with exposure to a range of accounting principles, practices, and procedures.
- Develops unique solutions to complex business problems, utilizing financial analysis and reporting tools to help management reach informed decisions and make an accretive impact on the bottom line.
- Excellent problem solving, analytical, team development, communications, and decision making skills with high moral and ethical standards.
- Strong technical skills, including advanced user of Microsoft Excel (pivot table, vlookup and if), Word, Access, Quickbooks, Casware, and Cantax
- Candidate for CGA designation, currently level 4, sitting for level 5 April 2011

***Financial Analysis and Reporting • Policies & Procedures • Generally Accepted Accounting Principles (GAAP)
Strategic Planning • Process Improvement • Budgets / Forecasting / Variance Analysis • Advanced Computer Skills***

PROFESSIONAL EXPERIENCE:

MEDICAL FUTURES INC.

2010 – Present

Accountant

- Converting company financial system from Quickbooks to Microsoft Dynamic SL;
- Update accounting processing procedures to improve the accuracy, efficiency and effectiveness of the system;
- Design and modify various reports to fulfill managers requirement and effectively support managers decision makings;
- Regularly review all accounts to reduces inherent risks;
- Prepare interim and year-end financial statements, journal entries, and monthly close;
- Perform other accounting duties, including bank and credit card reconciliations, payroll, and GST/HST

MACS FINANCING & ACCOUNTING SERVICES (public accounting firm)

2007 – 2009

Accountant

- Improved bookkeeping procedures that increased bookkeeping efficiency;
- Introduced consulting and negotiating procedures to increase customers satisfaction;
- Helped merged the company with a bigger CA firm and successfully kept 90% existing customers;
- Created work schedules to meet strict deadlines;
- Handled more than 20 companies' files and keeping connection with the owners;
- Prepared financial statements for tax purpose, corporation/personal tax return, and bookkeeping and business registration (T1, T2, CT23, spreadsheet)

RD BOSS TRANSPORT INC.

2006 – 2007

Accountant

- Cleared all transactions in Bank accounts that had never been reconciled;
- Performed full-cycle accounting duties including bookkeeping, monthly close, and journal entries

EDUCATION AND PROFESSIONAL DEVELOPMENT:

B.Com Degree in Accounting/Finance and Economics, UNIVERSITY OF TORONTO, 2006

CGA Program, Currently 4th level, sitting for 5th level April 2011