

# Jamir Kuphal

Fund Accountant

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**Summary** Accomplished fund accountant with 7+ years of experience providing accounting and financial reporting services to clients in the hedge fund industry. A Certified Public Accountant (CPA), eager to leverage extensive knowledge of GAAP and IFRS to support the growth objectives of ABC Corporation as a senior fund accountant. At previous firms, managed teams of up to 8 junior accountants while supervising all aspects of month-end close, including preparing journal entries and reconciliations.

**Employment** **Employer A** **Tampa**  
**Fund Accountant** **January 2018 - Present**

- Accurately prepared and filed quarterly reports for SEC compliance, which resulted in 0% errors and saved the company \$5,000 in penalties.
- Coordinated with external auditors to schedule yearly audits and resolved all discrepancies promptly, resulting in a clean audit report.
- Compiled monthly financial statements for management review, highlighting key variances against budget and prior year periods.
- Budgeted for upcoming projects by working closely with project managers, ensuring that sufficient funds were available when needed without tying up cash unnecessarily.
- Demonstrated excellent problem solving skills by resolving a complex billing issue that had been ongoing for 6 months, saving the company \$10,000 per month in fees.

**Employer B** **Torrance**  
**Fund Accountant** **March 2012 - December 2017**

- Prepared and filed quarterly SEC reports and annual tax returns for a \$100M venture fund.
- Tracked the fund's investments, performance and cash flows using QuickBooks, Excel and proprietary software.
- Planned and managed the fund's budget, ensuring that all expenses were paid on time and within budget.
- Meticulously reviewed financial statements and investment portfolios to identify discrepancies and errors.
- Reported findings to the fund's management team and made recommendations for improvements.

**Education** **Educational Institution XYZ** **November 2011**  
**Bachelor of Science in Accounting**

<b>Skills</b>	Accounting Financial Reporting Finance	Teamwork Time Management Account Reconciliation	Financial Analysis Financial Accounting Auditing
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**Certifications** Certified Fund Accountant / Institute  
of Certified Fund Accountants / May  
2017