

# 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