

Manaia Bennett, Accountant

57 Kahikatea Lane, 4183, Napier, New Zealand, +64 001 00124, manaiabennettwork@gmail.com

PERSONAL STATEMENT Meticulous, data-driven and highly-self motivated accountant with a strong history of providing value and results for a diverse range of clients. Highly-skilled at financial planning and using financial software. Analytical, career-focused team-player looking to utilise skills and passion for finance in a new environment.

EMPLOYMENT HISTORY

Apr 2021 — Jul 2022	Senior Accountant, KPMG	Auckland
<ul style="list-style-type: none">Completed important financial statements and reports for clientsProvided support for auditors in accordance with compliance obligationsProvided high-quality tax support for clients, including the preparation and analysis of tax documentsUpdated company database with client details and submitted weekly status reportsOrganised financial planning for clients and developed effective tax strategies in accordance with legal obligationsPrepared account reconciliations and budgets for senior management team		
Nov 2019 — Nov 2020	Junior Accountant, New Zealand Global Accountants	Auckland
<ul style="list-style-type: none">Prepared financial statements and forecasts for clientsCreated company invoices and managed company accountsProcessed balance sheets, payroll and company expensesAssisted with audits and reported findings to senior managementMonitored company budgets and transactions		

EDUCATION

Feb 2017 — Feb 2020	Bachelor of Commerce, University of Auckland	Auckland
Jan 2012 — Dec 2016	NCEA Level 3, Te Aute College	Ōtane
Graduated with NCEA Level 1, 2 & 3 with Excellence. Course endorsements in NCEA Level 3 Statistics with Excellence and NCEA Level 3 English with Excellence.		

SKILLS	Leadership	Expert	Microsoft Excel	Expert
	Microsoft Office	Expert	Financial Reporting	Expert
	Budgeting & Forecasting	Expert		

LANGUAGES	English	Native speaker	Māori	Native speaker
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REFERENCES	Brandon Collier from KPMG New Zealand
	brandoncollierkpmgnz@gmail.com · +64 000 012341
	Angela Turei from University of Auckland
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	Roger Daniels from New Zealand Global Accountants
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