

ROBERT SMITH

Senior Accountant/Auditor V

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22+ years of vast experience as a Senior Accountant. Seeking a challenging position as an Accountant in a prestigious company worldwide with a competitive salary, respective benefits, and good working environment.

SEPTEMBER 1998 - PRESENT

SENIOR ACCOUNTANT/AUDITOR V - ABC CORPORATION

- Responsible in the preparation of employees salaries on a monthly basis, calculation of vacation settlements and end of service benefits.
- In addition, do the checking and reviewing of the payroll sheets prepared by the two junior staff under my supervision.
- Responsible in the reconciliation of interdepartmental subsidiary accounts within the branch and inter-branch, affiliates and head office ledgers on a quarterly basis kingdom wide.
- Responsible in the preparation of materials inventory report monthly and performs the physical count of inventory on a yearly basis and sees to it that the materials or stocks on hand tallied with that of the stock per ledger.
- Responsible in determining the materials at the warehouse whether to be declared as damaged items or items to be written off.
- Responsible in calculating the adjusted price per unit of any item purchased inside or outside the kingdom with different currencies and to include the freight charges, customs duties and other related costs from the original price.
- Responsible in the budget analysis and cost control by determining the variances from the previous years financial statements and preparing budget plans either on a yearly or five year period basis.

NOVEMBER 1997 - AUGUST 1998

ACCOUNTANT CUM SECRETARY - ABC CORPORATION

- Handles important documents and files with confidentiality, and prepares business correspondences to various costumes and individuals assigned by immediate supervisor.
- Responsible in the preparation of monthly expenses reports and prepares billing statements to various contractors and subcontractors.
- Has assigned in the payroll preparation on a monthly basis by doing the calculation of a number of days and hours earned by the employee.
- Monitors the daily activities of the engineers and supervisors in the engineering department.
- Performs other duties and responsibilities during the managers absence.
- Assist the petty cash clerk in encoding the expenses incurred by the site engineers and supervisors on a weekly basis with the new ERP accounting

system.

- Prepares the daily collection reports thru the amounts collected from various customers and submit the same to all supervisors performs other related duties when the need arises.

EDUCATION

Bachelor Of Science in Accounting - (Tomas Claudio Memorial College) Bachelor Of Business Administration in Accounting - (Texas State University, McCoy College Of Business Administration - San Marcos, TX) Master's in Commerce - (Navgujarat College)

SKILLS

Accounting, MS Suite, MS Suite, Various Accounting Software, SAP, Quickbooks, ADP, Oracle Information Systems, and Atlas Digital Marketing Suite.