

# NOJAID ABDULLAH

## ACCOUNTANT

313.555.0100 | NOJAIDNOJAID@GMAIL.COM | NOJAID-AD.GITHUB.COM

### BACKGROUND

Analytical, organized and detail-oriented accountant with GAAP expertise and experience in the full spectrum of public accounting. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges and propel business growth.

### EDUCATION

#### BACHELOR OF SCIENCE IN ACCOUNTING, MINOR IN BUSINESS ADMINISTRATION

Bellows College, 20XX – 20XX

- Distinguished member of university's Account Society
- Relevant coursework: Advanced Financial Accounting and Reporting
- GPA: 3.8

### EXPERIENCE

#### TREY RESEARCH | ACCOUNTANT

San Francisco, CA, 20XX – present

Working in a mid-sized public accounting firm to provide professional accounting services for individuals and business clients. Provide full range of services, including income tax preparation, audit support, preparation of financial statements, pro forma budgeting, general ledger accounting and bank reconciliation.

#### BANDTER REAL ESTATE | BOOKKEEPER

Berkeley, CA, 20XX – 20XX

Inhouse bookkeeper for a real estate development company. Maintained financial books, tracked expenses, prepared and submitted invoices, oversaw payroll.

#### OLSON HARRIS LTD. | ACCOUNTING INTERN

Valleho, CA, 20XX – 20XX

Assisted with payroll and Pensions service management for 150+ employees. Prepared invoices for more than 200 clients. Assisted with bill payments, records organization and preparation, and other office duties to support financial and accounting operations.

### SKILLS

- Microsoft NAV Dynamics
- Cashflow planning & management
- State & Federal Tax Codes
- QuickBooks Certified
- Exceptional communication
- Fluent in German