

**John Cena**

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**Professional Summary**

Detail-oriented and analytical Accountant with over 3 years of experience in maintaining accurate financial records, preparing reports, and ensuring regulatory compliance. Proven expertise in payroll processing, reconciliation, and financial statement preparation. Adept at leveraging Excel and financial systems to support internal audits and decision-making.

**Technical Skills**

Accounting Degree | Financial Reporting | Payroll Processing | Reconciliation | Excel Proficiency | SAP | Oracle Financial Systems | Budgeting | Tax Filing | Regulatory Compliance

**Professional Experience****Accountant**

Freelance/Contract, Toronto, ON — 2021–Present

- Prepared monthly and quarterly financial statements for small businesses and startups
- Managed payroll processes and reconciled expense accounts
- Supported internal audits with comprehensive documentation and data analysis
- Used Excel and SAP for account tracking and financial summaries

**Junior Accountant**

Nova Books Ltd., Toronto, ON — 2019–2021

- Assisted with general ledger entries and month-end closings
- Conducted bank and account reconciliations
- Helped ensure financial statements complied with industry standards
- Provided support during external audits

**Education**

Bachelor's in Accounting

University of Toronto, Toronto, ON

2015 – 2019

**Certifications**

- Certified Payroll Compliance Practitioner (PCP)
- QuickBooks ProAdvisor Certification