

Professional Summary

Results-driven and goal-oriented Accountant with expertise in data entry and MS Office, driving financial excellence in dynamic environments.

Professional Experience

Senior Accountant (AC09)

Inazuma.co | January 2020 - Present

Accountant (AC07)

Nexus Financial Services | June 2018 - December 2019

Key Achievements:

- Improved financial reporting efficiency by 30% through process automation.
- Successfully managed a team of 3, enhancing team productivity by 25%.

Responsibilities:

- Financial statement preparation and analysis
- Budget planning and variance analysis
- Team leadership and development

Junior Accountant (AC05)

Pinnacle Accounting Firm | March 2016 - May 2018

Key Achievements:

- Enhanced client satisfaction ratings by 20% through proactive support.
- Developed and implemented a data entry quality control process, reducing errors by 40%.

Responsibilities:

- Client financial data management
- Assistance in audit and financial statement preparation
- Data entry and record-keeping

Accounting Assistant (AC03)

Emerald Financial Solutions | January 2014 - February 2016

Key Achievements:

- Streamlined office operations by introducing a digital filing system, saving 15% in operational costs.
- Provided critical support during peak tax seasons, ensuring timely client deliverables.

Responsibilities:

- Administrative support to the accounting team
- Basic accounting tasks and data entry
- Client communication and support

Education

Bachelor of Science in Accounting

University of Michigan | December 2013

Technical Skills

Microsoft Office:

- Excel (Advanced)
- Word (Intermediate)
- PowerPoint (Basic)
- Outlook (Intermediate)

Accounting Software:

- QuickBooks (Intermediate)
- SAP (Basic)

Data Management:

- Data Entry (Advanced)
- Data Analysis (Intermediate)