

Professional Summary

Results-driven and seasoned Accountant with over 10 years of experience in tax preparation, accounting, and personal tax planning. Proven track record of delivering accurate financial solutions, ensuring compliance, and driving business growth. Currently leading as an AC09 Accountant at Inazuma.co, leveraging expertise to optimize financial operations and inform strategic decisions.

Professional Experience

Senior Accountant (AC09)

Inazuma.co | January 2020 - Present

Accountant (AC06)

Kairos Financial Services | June 2015 - December 2019

Key Achievements:

- Successfully implemented a new accounting system, reducing financial reporting time by 30%.
- Achieved a 25% increase in client satisfaction through personalized tax planning services.

Responsibilities:

- Managed a team of junior accountants in daily accounting operations.
- Conducted financial analysis and provided recommendations to clients.

Junior Accountant (AC03)

Nova Accounting Firm | January 2012 - May 2015

Key Achievements:

- Consistently met deadlines for tax preparation, ensuring 100% client compliance.
- Developed and maintained accurate financial records, contributing to a 15% reduction in audit findings.

Responsibilities:

- Assisted in preparing financial statements and tax returns.
- Provided administrative support to senior accountants.

Bookkeeper

Aurora Bookkeeping Services | June 2010 - December 2011

Key Achievements:

- Improved bookkeeping efficiency by 20% through process automation.
- Maintained a 99% accuracy rate in financial data entry.

Responsibilities:

- Managed daily bookkeeping tasks for small business clients.
- Assisted in preparing financial reports for client review.

Education

Bachelor of Science in Accounting

University of Michigan | May 2010

Technical Skills

Accounting Software:

- QuickBooks
- Xero
- SAP

Tax Preparation Tools:

- TurboTax
- TaxAct
- H&R; Block

Microsoft Office:

- Excel
- Word
- Outlook

Other:

- Financial Analysis
- Budgeting
- Forecasting