

Professional Summary

Results-driven and seasoned Accountant with 12+ years of experience in corporate tax, tax preparation, and financial analysis. Proven track record of driving process improvements and ensuring compliance with regulatory requirements. Skilled in leveraging Microsoft Excel to enhance financial reporting and analysis.

Professional Experience

Senior Accountant (AC09)

Inazuma.co | January 2018 - Present

Accountant (AC06)

Kairos Financial Services | June 2015 - December 2017

Key Achievements:

- Successfully implemented a new tax preparation process, reducing preparation time by 30%.
- Identified and resolved a critical tax compliance issue, avoiding a potential penalty of \$100,000.

Responsibilities:

- Prepared and reviewed corporate tax returns.
- Conducted financial analysis to inform business decisions.

Junior Accountant (AC03)

Luminari Accounting Firm | March 2012 - May 2015

Key Achievements:

- Developed and maintained complex financial models using Microsoft Excel, enhancing financial forecasting accuracy by 25%.
- Assisted in the successful audit of a major client, ensuring zero discrepancies.

Responsibilities:

- Assisted in tax preparation and financial reporting.
- Provided support in financial analysis and budgeting.

Accounting Assistant

Nova Tax Services | January 2010 - February 2012

Key Achievements:

- Improved data entry efficiency by 40% through process streamlining.
- Successfully assisted in the preparation of over 500 tax returns during peak season.

Responsibilities:

- Entered financial data into accounting software.
- Provided administrative support to the accounting team.

Education

Bachelor of Science in Accounting

University of California, Berkeley | December 2009

Technical Skills

Software:

- Microsoft Excel (Advanced)
- Accounting Software (QuickBooks, Xero)

Tax and Finance:

- Tax Preparation (Individual and Corporate)
- Corporate Tax
- Financial Analysis and Reporting

Soft Skills:

- Leadership and Team Management
- Process Improvement
- Communication and Client Service