

Patrick Lavoie

Personal information

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Profile

Experienced accountant with more than 5 years of experience in general, analytical and tax accounting. Expert in data analysis and problem solving, with great attention to detail and a strong ability to work under pressure. She also has significant experience in personnel management and project supervision.

Professional experience :

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|------------------------|---|
| October 2019 - present | An accountant
XYZ Company, Paris, France <ul style="list-style-type: none">• Preparation of financial statements• Payroll management for more than 50 employees, including salary calculations, tax and social declarations• Supervision of customer and supplier accounting |
| Jan 2017 – Sept 2019 | junior accountant
ABC Company, Marseilles, France <ul style="list-style-type: none">• Assist the accounting team in the preparation of financial statements and the management of customer and supplier accounts• Verification and validation of invoices and payments• Creation and updating of customer and supplier files |
| Jan 2016 – Sept 2016 | Internship
ABC Company, Marseilles, France <ul style="list-style-type: none">• Preparation of tax documents and tax declarations• Assistance in monthly and annual closing activities |

Education:

September 2014 - June 2017 Degree in Accounting and Finance, University of Bordeaux, France

SKILLS

- **In-depth knowledge of accounting and tax standards**
- Proficiency in accounting and payroll software, such as Sage, Ciel and Payfit
- Ability to analyze financial data and present it clearly
- Excellent communication and people management skills
- Strong organizational and project management skills