

Paul Hamlin

Montgomery, AL 53395
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(584) 304*0185

Dedicated accounting professional with three years of experience in a corporate setting. Skilled in the preparation of financial reports. Well-organized with a high level of mathematical skill Experienced with Intuit QuickBooks and Sage Business Cloud Accounting. Works well in a team environment or independently.

Education

Bachelor's of Science in Accounting
Alabama State University Montgomery, AL
September 2014 - May 2018

- Member, Accounting Club

Key Skills

- Account reconciliation
- Accounts receivable
- Intuit QuickBooks
- Invoicing
- Internal audits
- Detail-oriented

Certifications

- ♦ CPA Certification, December 2018

Professional Experience

Staff Accountant

Bell Media, Montgomery,AL | October 2018 ■ Present

- Create financial plans and forecasts as part of a team of three accountants
- Vital member of the team that implemented a new NetSuite accounting software system, assisted in training other team members in use of the system
- Perform internal and external audits regularly
- Reconcile monthly totals for senior management review

Accounting Intern

H&R Block | January 2017-April 2017

- ♦ Assisted in the preparation of tax returns for individual clients and small businesses
- ♦ Completed more than 110 tax returns during the three-month tax season
- ♦ Received commendation from the business franchise owner