

# NIRAN SAETANG

Seasoned senior accounting assistant with 8 years' experience providing outstanding bookkeeping and accountancy support, including 3+ years in a leadership position. Detailed knowledge of accountancy procedures and principles with a track record for training and motivating new hires. Exceptional attention to detail with a talent for noticing and correcting discrepancies.

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## PROFESSIONAL EXPERIENCE

### SENIOR ACCOUNTING ASSISTANT

Holy Cross Head Start,  
Buffalo, NY  
September 2017 - Present

- ◆ Regularly collect employee data and update records to ensure payroll accuracy, reducing payment discrepancies by 65% since October 2017
- \* Assist with onboarding new hires and provide training on the company's accounting procedures, receiving praise 5x from senior management for strong leadership
- ◆ Oversee a team of 6 accounting assistants and act as an escalation point for complex issues, successfully resolving 98% of problems within the target timeframes
- ◆ Support accountants with financial report preparation and annual auditing

### ACCOUNTING ASSISTANT

NPA Worldwide Recruitment  
Network  
July 2013 - September 2017

- ◆ Leveraged advanced knowledge of Microsoft Excel and accountancy software to maintain bookkeeping records with 99.8% accuracy over 3 years
- ◆ Responded politely and efficiently to accounting queries from colleagues and members of the public via telephone and email
- ◆ Provided general administrative assistance to the accountancy team and prepared financial documents
- ◆ Followed the company's data protection protocols and prevented a potentially serious breach in July 2016

## EDUCATION

### Associate of Science in Business Administration (Accounting)

The State University of New York,  
Buffalo, NY  
September 2011 - June 2013

## KEY SKILLS

- ◆ Microsoft Excel v-lookups and pivot tables
- Organizational skills
- Mathematical reasoning
- Record-keeping
- Leadership and colleague training
- Teamwork