

# Accountant Resume

Name: John Doe

Email: johndoe@example.com | Phone: (123) 456-7890 | Location: City, Country

## Professional Summary

Detail-oriented Accountant with 5 years of experience in financial reporting, budgeting, and tax preparation.

## Skills

QuickBooks, Excel, Financial Analysis, Tax Preparation, Budgeting, GAAP, Payroll Management

## Work Experience

### Senior Accountant

FinCorp Solutions | 2020 - Present

Prepared monthly financial statements and managed accounts payable/receivable.

### Accountant

BizBooks Inc. | 2017 - 2020

Handled bookkeeping and assisted in annual audits and tax filings.

## Certifications

Certified Public Accountant (CPA)

Advanced Excel Certification

## Education

### B.Com in Accounting

Commerce College | 2017