


## Ezekiel Pilar

 ezekielpilar27@gmail.com

 [Your City, Country]

 [Your Phone Number]

 LinkedIn: [Your LinkedIn Profile]

 Portfolio: [Your Website or Portfolio Link]

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## Objective

Highly organized and reliable Bookkeeper with experience in both internal and external auditing. Proficient in accounting software and Microsoft Office, and capable of maintaining high accuracy under pressure. Seeking an Accounting position where I can utilize my skills in financial reporting, auditing, and data management to support business objectives.

## Professional Experience

### Bookkeeper & Junior Accountant

ABC Corporation – [City, Country]

*January 2021 – Present*

- Managed accounts payable and receivable, ensuring timely processing of invoices and payments.
- Conducted detailed reconciliations of bank statements and general ledger accounts to maintain financial accuracy.
- Prepared monthly financial statements, including income statements and balance sheets, with a focus on detail and accuracy.
- Supported the external audit process by organizing and preparing necessary financial documentation.
- Streamlined bookkeeping procedures by implementing accounting software, improving efficiency by 20%.

### Internal Auditor (Internship)

XYZ Firm – [City, Country]

*June 2020 – December 2020*

- Assisted the internal audit team in evaluating the effectiveness of financial controls and procedures.
- Performed risk assessments on key business areas, identifying discrepancies and implementing corrective measures.
- Coordinated with departments to prepare for annual external audits, ensuring compliance with regulatory standards.
- Created detailed audit reports and presented findings to senior management, emphasizing areas for improvement.

## Education

### **Bachelor of Science in Accountancy**

[University Name] – [City, Country]

*Graduated: Month Year*

- Relevant Courses: Financial Accounting, Managerial Accounting, Auditing, Taxation, Business Law

## Certifications

- **Certified Public Accountant (CPA)** – [State/Province] License (Expected or Completed Year)
- **QuickBooks Certified User** – Intuit QuickBooks (Month Year)

## Skills

- **Technical Skills:** Microsoft Office Suite (Word, Excel, PowerPoint), QuickBooks, SAP, Xero
- **Accounting & Bookkeeping:** Accounts Payable & Receivable, Financial Reporting, Reconciliations, Budgeting
- **Auditing Expertise:** Internal Auditing, External Auditing, Risk Assessment, Compliance
- **Additional Skills:** Works well under pressure, Analytical Problem-Solving, Detail-Oriented, Team Collaboration

## Professional Affiliations

- **Member,** Association of Chartered Accountants
- **Member,** Accounting Professionals Network

## References

Available upon request.