

Queen Kimambo, CPA

[Your Address]

[Your Email] | [Your Phone Number]

[LinkedIn Profile] | [Professional Website (if applicable)]

Professional Summary

Highly skilled and detail-oriented **Certified Public Accountant (CPA)** with extensive experience in financial reporting, auditing, and tax compliance. Adept at analyzing financial statements, ensuring regulatory compliance, and providing strategic financial advice. Strong problem-solving abilities with a track record of improving financial processes and increasing operational efficiency. Looking to leverage expertise in accounting and finance to drive business success.

Key Skills & Competencies

- Financial Accounting & Reporting
 - Budgeting & Forecasting
 - Tax Planning & Compliance
 - Internal & External Auditing
 - Financial Analysis
 - Risk Management
 - Payroll & Reconciliations
 - IFRS & GAAP Compliance
 - ERP & Accounting Software (SAP, QuickBooks, Xero)
 - Leadership & Team Collaboration
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Professional Experience

[Current/Most Recent Job Title]

[Company Name] | [Location] | [Years of Service]

- Oversee financial operations, ensuring compliance with local and international accounting standards.
- Prepare and review financial statements, balance sheets, and cash flow reports.
- Manage audits, liaising with external auditors to ensure accuracy in financial reporting.
- Develop financial strategies to enhance profitability and operational efficiency.
- Conduct risk assessments and implement internal control measures.

[Previous Job Title]

[Company Name] | [Location] | [Years of Service]

- Handled tax planning and compliance, ensuring adherence to regulations.
- Assisted in budget preparation, cost control, and financial forecasting.
- Managed accounts payable and receivable processes, ensuring timely financial transactions.
- Provided financial insights to senior management to support strategic decision-making.

Education & Certifications

Certified Public Accountant (CPA) – [Issuing Body, Year]

[Degree in Accounting/Finance/Business Administration] – [University Name, Year]

Professional Memberships

- Member, [Accounting Body/Association]
 - Member, [Finance or Taxation Association]
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Technical ProficiencyS

- Advanced knowledge of Microsoft Excel, Power BI, and financial modeling tools.
 - Proficient in accounting software: [SAP, QuickBooks, Xero, Sage, etc.].
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Languages

- English (Fluent)
 - [Other Languages, if applicable]
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References

Available upon request.