**Gina JOSEPH**

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**SUMMARY OF COMPETENCIES AND SKILLS**

* More than seven years of work experience in Accounting
* Active participation in strategic management of operating costs
* Monthly financial analysis reports of internal cost control and measure of organizational performance
* Preparation of annual budget, balance sheets, banking reconciliation, and variance analysis reports
* Excellent analytical and organizational skills; engaged Team Player, self-sufficient on assigned tasks
* Knowledge of business management software: AS-400, ERP, Hyperion, Sage 50, QuickBooks Pro
* Knowledge of MS Office – Word, Excel, PowerPoint
* Language: English - French

**WORK ExPERIENCE**

**HEC Montreal, Quebec, Canada Sep 2012 - Dec 2012**

Research Internship on energy efficiency and its financial impact on industrial enterprises

* Determination and formulation of constraints stopping potential investments in the Energy efficiency field
* Demonstration of short and long term financial impact of efficient energy management on enterprise’s bottom line

**Rexel Canada Electric Inc., Montreal, Quebec, Canada** **May 2004 – August 2011**

*(Canadian Leader in the distribution of electrical products with over 200 branches throughout Canada)*

**Divisional Accounting Analyst - Nedco Atlantic and Nedco Quebec (Aug 2009 – Aug 2011)**

* Prepare all monthly Accounting reports and Annual Budget for the Division
* Analyze and reconcile all Supplier Receivables
* Reconcile marketing funds, employee expense accounts, and inter-divisional expense accounts
* Analyze budget variances and follow up on Accounting activities of divisional branches

**Accounting Assistant - Nedco Atlantic et Westburne Quebec (May 2004 – Aug 2009)**

* Prepare reports of taxes due to provincial and federal authorities
* Prepare banking reconciliation for two assigned divisions
* Prepare Variance analysis of actual versus budgeted expenses
* Prepare weekly Sales report for assigned branches
* Prepare final month-end ledger

**ACCOUNTING ACADEMIC STUDIES**

**Essex County College, Newark, New Jersey**

English (Liberal Arts) - Business from spring 2014

**HAUTES ETUDES COMMERCIALES (HEC), Montreal, Quebec Canada – US equivalency July 2011**

CPA-CMA exam (Canada) July 2013

M.S. Management Accounting July 2013

B.S. Professional Accounting June 2009

**UNITED STATES WORK AUTHORIZATION**

LEGAL PERMANENT RESIDENT STATUS