

# John Professional

[profjohn@mail.com](mailto:profjohn@mail.com), +25470040404, [www.linkedin.com/a-b-c](http://www.linkedin.com/a-b-c), Nairobi

---

## SUMMARY

I am a certified accountant with three years of experience preparing financial statements and balance sheet reconciliations. Additionally, I have one year experience leading a team of bookkeepers in overseeing full cycle accounting, analyzing financial information and preparing requisite reports using Netsuite.

---

## EXPERIENCE

### SENIOR ACCOUNTANT, ABC ASSOCIATES

Feb 2020- PRESENT

- Streamlined the period closing activities in the business, resulting in a 25% lift in revenue from accounts receivable.
- Introduced an OCR tool for automating invoicing, this freed up 100 hours man hours in each month.
- Centralized our accounting process with the introduction of Netsuite, reducing data siloing in the department.

### JUNIOR ACCOUNTANT, ACME INC.

July 2018- December 2019

- Drafted an accounting playbook that shrunk onboarding time for new hires by 20%.
- Spearheaded the implementation of a vendor vetting process, weeding out two tools with cheaper alternatives.

## SKILLS

### Netsuite ERP System

- Proficient in deploying and implementing Netsuite for collaboration with other teams.

### Google suite

- Highly proficient in using Google suite for asynchronous communication and collaboration.

## EDUCATION

### Bachelor of Commerce, KITAMBO UNIVERSITY

September 2014- April 2019