# Accounting Executive

# ROBERT SMITH

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## Objective

Innovative executive and marketing professional experienced in high-volume, multi-unit, retail and business operations. Desires a high-level position in a professional corporate environment. Executive professional offering outstanding presentation, communication and cross-cultural team management skills. High-energy, results-oriented leader with an entrepreneurial attitude.

## Skills

Accounting Software, Management Skills.

## Work Experience

### Accounting Executive

**ABC Corporation** - March 2004 – 2022

- Managed accounts payable, accounts receivable, and payroll departments.
- Generated budgets and forecasts on a quarterly basis and presented to the management team.
- Reported on variances in quarterly costing reports.
- Prepared annual company accounts and reports.
- Administered online banking functions.
- Reduced credit period from 90 days to 60 days.
- Managed payroll function for 50 employees.

### Accounting Executive

**Delta Corporation** - 2001 – 2004

- Responsible for handling customer billing transactions Prepared daily entries, account reconciliations and account analysis using computerized .
- Responsible for daily account management, budget tracking, and monthly reconciliation of internal and external systems Prepared Executive Packages .
- Communicate with clients to provide services in home financing In charge of processing loan documentations Promote varies types of financial .
- Accounting for airline ticket sales and commissions.
- Reconciling the amounts due to and due from the airline companies and travel agents.
- Prepared Annual company accounts and reports.
- Liaison with auditors regarding all financial transactions.

## Education

Bachelor Of Science

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