ROBERT SMITH

Junior Chief Accountant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

5 years Work Experience in the field of Accounts and Finance. Easily adaptable to any environment, able to work under pressure producing the required results. Have excellent planning, analytical and problem-solving skill. knowledge of accepted accounting practices and principles.

CORE COMPETENCIES

Financial Analysis, Finance, Financial Reporting, Financial Accounting, Auditing, Banking, Account Reconciliation, Financial Planning, Internal Audit, Cash Flow, Microsoft Excel, Budgets, Forecasting, Leadership, Account Payable, Account Receivables.

PROFESSIONAL EXPERIENCE

Junior Chief Accountant

Frescom International General Trading LLC - 2013 – 2015

Key Deliverables:

- Dealt with various trade facilities and furnished such transaction when the company needed funds.
- Opened and furnished L/C from various banks by using companies trade facilities.
- Made advance payment and later balance payment to suppliers in China by using banks trade.
- Assisted actively in the monthly closing procedure and preparation of monthly management.
- Input and ensured the accuracy of the general ledger bookings and analysis of the movement of accounts.
- Prepared the journal entries (expenses, depreciation, accruals, and provisions).
- Downloaded from priority current check listing of all outstanding checks/deposits.

Staff Accountant

ABC Corp - 2010 – 2012

Key Deliverables:

- Completed the essential key general ledger accounts in an accelerated time frame.
- Assisted the Manager with the preparation of external reporting schedules required for PBC preparation.
- Supported the Manager by assisting with documentation requirements and general inquiries for the multiple annual audits performed by Internal Audit and outside auditors.
- Performed all accounting related to subleased departments and locations. This included the invoicing of rent, percent rent, ensured collections, monitored the reserves and account related account reconciliations.
- Completed the monthly variance analysis of occupancy costs.
- Ensured that all accounting reports and job deadlines for other staff are met.
- Over-all supervision of accounting department and assists staff when necessary.

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EDUCATION

- Association Of Certified Chartered Accountant in ACCA - 2015 to 2019(UK)MBA in Finance - 2014 to 2016(National Institute Of Management - Dubai)Post Graduate in Business Administration in Chartered Finance Management - 2012 to 2014(National Institute Of Management - Trichur, Kerala)B.com in Commerce - 2009 to 2012(Calicut University - Trichur, Kerala)

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