

# ROBERT SMITH

## Corporate Controller II

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

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### SUMMARY

Results-driven professional with extensive management experience in integration, reporting, operational analysis, month end close, acquisition analysis, leading teams and cash flow management in public and private companies. Aptitude for developing and implementing internal controls and ensuring regulatory compliance in organizations of various sizes.

### CORE COMPETENCIES

Mergers and acquisitions, Month End Close, Team Leader, Financial Reports, Detail Oriented Receivables Management.

### PROFESSIONAL EXPERIENCE

#### Corporate Controller II ABC Corporation - 2008 – Present

##### Key Deliverables:

- Introduced and initiated regular budget and forecast meetings to address problem areas, review past and current progress.
- Maintain and update company mis system to make sure all date are currently, information provide to company are reliable, efficient and functionally, sales revenue reconcile monthly to ensure the operation data base accuracy, - cost control and analysis for us and china by each items to save money on business operation.
- Provide guidance for each center to review performance and cost, head quarter business marketing and all other related cost increased issues.
- Major responsibility including a/p, a/r, g/l, banking, reimbursement, fixed asset, depreciation, payroll, payroll tax, liability insurance, health insurance, tax return, hr hiring, etc.
- Developed numerous ad-hoc reports requested by ownership including forecasting reports, capital planning, and cash flow projections.
- Streamline cash projections in order to manage liabilities across all entities simultaneously.
- Handled taxes, payroll and sales tax, prepare consolidated financial reports, quarterly and year end audits.

#### Senior Accountant, CPA Firm ABC Corporation - 2005 – 2008

##### Key Deliverables:

- Monitor and manage more than 20 small and mid size companies in prepare their monthly, annually, consolidated financial statement, financial analysis, a/p, a/r, g/l and bank reconciliation.

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- Provide payroll service to clients on semi-monthly, biweekly bases, prepare payroll tax report on quarterly, annually and w-2s and 1099s report.
- Be a representative of client to deal with IRS, state government when issues happen.
- Solid understanding of payroll process and employee law and each company payroll policy.
- Prepare sales and sales tax returns for multiple states and property tax return.
- Provide guidance to clients on current tax law interpretation and its effects.
- Document business process, identify business risks and controls, and recommend solutions to management.

### EDUCATION

MBA - (Northwestern Polytechnic University) BS in Management - (Northeastern Electric Power Engineering University)

