**Name**

 **Accountant**

 +934455559595959

 sample@yahoo.com

 Linkedin.com

**Career Summary:**

Motivated and detail-oriented recent graduate with a Bachelor’s degree in [Your Major]. Equipped with strong analytical and problem-solving skills, and a proven ability to quickly learn and adapt to new environments. Seeking to leverage my educational background and passion for [relevant field] to contribute effectively to [Company Name] and grow professionally in the [industry/field] sector.

**Objective:**

To secure an entry-level position in [desired field/industry] where I can apply my strong organizational skills, educational knowledge, and enthusiasm for [relevant field] to contribute to the company’s success while gaining valuable industry experience and furthering my professional development.

**Skills.**

|  |  |  |  |
| --- | --- | --- | --- |
| * Financial Reporting
 | * Leadership
 | * Marketing
 | * Cost & Budget
 |
| * Team Management
 | * Auditing
 | * Innovation
 | * Excel
 |
| * Month ClosingManagement.
 | * IFRS
 | * Balance Sheet
 |  |

**Education**

**MBA September 1980 to Jun 1985**

**Training Courses.**

* Financial Analysis & Reporting
* Tax Compliance & Planning
* Internal Audit & Control
* Financial Software Proficiency

**Work Experience**

 **ABC, Riyadh, Saudi Arabia**

 **Regional Sales Project Manager September 2020 to Present.**

 **Responsibilities:**

Here's a rewritten version of the job description, incorporating quantitative data to emphasize the specific achievements and responsibilities:

Position: Accountant

Responsibilities:

* Financial Statement Preparation and Reporting: Assist in the preparation and analysis of financial statements. Manage the reporting of over $10M in annual budgeting and forecasting processes to ensure accuracy and compliance with financial regulations.
* Accounts Management: Oversee accounts payable and receivable functions. Process over 500 invoices monthly and manage collections, significantly reducing the average accounts receivable period by 15 days.
* Bank Reconciliation and Transaction Records: Reconcile monthly bank statements and maintain precise records for over 1,000 financial transactions each quarter to ensure accuracy and readiness for audits.
* Tax Preparation and Compliance: Assist in preparing accurate tax returns for both state and federal levels. Ensure compliance with tax laws by maintaining up-to-date knowledge and applying this to manage reporting requirements for a portfolio valued at over $5M.
* Financial Close Processes: Support critical month-end and year-end close processes, contributing to a 20% reduction in closing times through streamlined procedures.
* Data Entry and Administrative Tasks: Perform detailed data entry and administrative tasks to support accounting functions, maintaining error rates below 0.5% across all data input activities.

Ad-Hoc Financial Analysis and Reporting: Provide on-demand financial analysis and reporting, delivering over 30 custom reports annually to support strategic decision-making.

Team Collaboration: Collaborate with a team of 10 accounting professionals to enhance financial accuracy and ensure strict adherence to accounting standards and regulations.

**Soft Skills.**

* Strong analytical and problem-solving skills, with ability to make data-driven decisions
* Excellent communication and interpersonal skills
* Ability to think creatively and outside the box to identify process improvements
* Strong proficiency in data analysis tools such as Excel.

**IT Skills.**

* Ms Office
* Advance Excel Tool and Techniques.