

ACCOUNTANT

Summary

Degreed accountant with more than 10 years of diversified accounting experience seeking accounting position at a well-established company in Houston

Highlights

- Team-oriented
- Detail-oriented
- Deadlines focused
- Excellent communication and presentation skills
- Quick learner
- Strong management skills
- Good analytical skills
- Ability of managing multi tasks
- Technical Skills
- Accounting Software: PeopleSoft / QuickBooks
- Tax Software: Drake / Ultra Tax / TurboTax
- Operating Systems: XP Windows Professional / Windows 7 / Windows 8
- Microsoft Office: Word / Advanced MS Excel skills / MS Access / PowerPoint / Outlook
- PDF: Adobe Reader / Adobe Acrobat X

Experience

04/2012 to 06/2014

Accountant Company Name 1/4 City , State

- Prepare federal tax returns for individuals and small businesses.
- Perform bookkeeping and prepare financial statements for small businesses.
- Perform special projects & short-term assignments such as accountant at MCT Sheet Metal, Inc.

10/2011 to 04/2012

Tax Accountant Company Name 1/4 City , State

- Contributed to the overall production and enhanced the efficiency of the corporate tax services by exceeding production goals.
- Answered clients' queries regarding their tax filing status.
- Resolved clients' tax filing problems.
- Prepared simple and complex tax returns for individuals and for small businesses.
- Prepared and reviewed financial statements needed to prepare tax returns.

01/2007 to 08/2011

Accounting Manager Company Name 1/4 City , State

- Established new strategies to maximize profitability.
- Played an overwhelming role in the developing and restructuring of the entire accounting department.
- Improved the efficiency of the entire accounting department by 40%.
- Reduced accounts receivable turnover by 50%.
- Prepared general ledger journal entries on QuickBooks.
- Processed weekly and monthly invoices for accounts receivable.
- Prepared bank reconciliations and periodic financial statements.

12/2005 to 12/2006

Tax Accountant Company Name 1/4 City , State

- Played a vital role in the growth of the company by introducing new clients and maintaining good relationship with existing ones Prepared individual and business tax returns Assisted in preparing corporate tax returns Prepared quarterly and annually payroll reports 940s & 941s and state sales taxes Reconciled monthly bank statements and prepared detailed financial statements Handled customer queries over the phone and through emails.

Education

2005

Bachelor's degree : accounting University of Houston 1/4 City , State accounting Cum Laude - Graduating With Honors

Skills

accounting, accountant, Accounting Software, accounts receivable, Adobe Acrobat, Adobe, analytical skills, bank reconciliations, bookkeeping, Excellent communication, clients, Detail-oriented, filing, financial statements, prepare financial statements, general ledger, management skills, managing, MS Access, MCT, MS Excel, Microsoft Office, Outlook, PowerPoint, Windows 7, Windows 8, Windows, Word, Operating Systems, payroll, PDF, PeopleSoft, presentation skills, Quick learner, QuickBooks, sales, Tax, taxes, prepare tax, tax returns, phone