|  |  |
| --- | --- |
|  | 🞂**mary johnson**mary.johnson@gmail.com+44 151 234 5678  |

|  |  |
| --- | --- |
|  | SummaryWell-rounded accounting professional with 3+ years of experience in solving accounting problems, backed up by a strong aptitude for grasping complex issues and figures. Disciplined, with a strong demonstration of punctuality and accuracy in the field.ExperienceAccounting Clerk, Crew Tech Limited Jun 2011 - Present* Performed a full set of daily accounting routines and office administration duties, including accounts payable/ receivable, bank reconciliation and filing
* Analysed about 50 accounts daily to sort out all discrepancies and resolved them with prompt adjustments and corrections to reduce variances
* Assisted in consolidating 5 monthly departmental financial reports and analyses, including P&L and balance sheet account
* Followed up with 10+ monthly issues regarding invoice discrepancy and account billing cycles that involved transactions with vendors
* Provided support to all budgeting and forecasting exercises, month-end closing and other ad-hoc projects as assigned by senior accountants

ACHIEVEMENTS* Established a system of managing payment performance issues in accordance with producer activities
* Introduced a dedicated online accounting system in order to manage accounts receivable and payable more efficiently

qualifications**LCCI International Qualifications**Certificate in Level 2 Book-keeping and Accounts **Manchester Management Association, 2010-2011**Diploma in Accounting and Finance**Languages**English (Native)　　French (Proficient)　　German (Proficient)　　Spanish (Basic) |