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

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|  | Summary  Well-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.  Experience  Accounting 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) |