

CONTACT

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SKILLS

- Accounting Principles
- Financial Statement Prep
- Microsoft Excel
- Auditing
- Data Analysis

LANGUAGES

- English: Advanced
- Spanish: Proficient
- · French: Intermediate

OLIVIA WILSON

ACCOUNTANT

Skilled and experienced accountant with a proven track record of success in the financial services industry. Expertise in all aspects of accounting, including financial statement preparation, auditing, and taxation. Strong analytical and problem-solving skills.

WORK EXPERIENCE

Accountant

ABC Company | City | Jan 2022 - Dec 2023

Provided accurate financial analysis and reporting for informed decision-making. Managed full-cycle accounting processes, including accounts payable/receivable, general ledger entries, and bank reconciliations.

Junior Accountant

XYZ Company | City | Jan 2021 - Dec 2021

Collaborated with colleagues to improve documentation and streamline month-end procedures, resulting in enhanced efficiency and accuracy.

EDUCATION

Bachelor's Degree in BBA XYZ University | City | Jan 2018 - Dec 2021

Diploma in Accounting & Finance ABC Institute | City | Jan 2017 - Dec 2017

Diploma in Microsoft Excel XYZ Institute | City | July 2016 - Dec 2016

Resume Template This Month

Terry C. Jones

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