Your Name

BOOKKEEPER / ACCOUNTANT

Reliable accountant with exceptional attention to detail and a positive attitude. Proven ability to prepare, review and analyze system-generated reports and financial data. Intensive hands-on training in QuickBooks: categorization, reconciliation, financial reports, vendor/client workflows

123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com

EXPERIENCE

Company, Location — *Job Title*

MONTH 20XX - PRESENT

- Conduct settlements with contractors
- Calculate cost of cargo delivery services
- Reconcile accounts
- Develop and analyze costs
- Balance sheet and accounting management

Company, Location — *Job Title*

MONTH 20XX - MONTH 20XX

- Performed customer accounting and payroll accounting
- Performed tax accounting, asset accounting and material movement accounting
- Reconciled monthly statements and related transactions

Company, Location — *Job Title*

MONTH 20XX - MONTH 20XX

- Directed all payroll activities
- Oversaw renting to customers
- Managed accounting with vendors to customers

EDUCATION

School Name, Location — *Degree*

MONTH 20XX - MONTH 20XX

School Name, Location — *Degree*

MONTH 20XX - MONTH 20XX

SKILLS

Microsoft Office Suite

Google Suite

QuickBooks

Complex Problem-Solving

Team Collaboration

Time Management

TRAINING / CERTIFICATIONS

QuickBooks User Program,
TM School INC,
Arlington Heights, IL - 2025

QuickBooks ProAdvisor, Level 1 - 2025

LANGUAGES

English

Ukrainian

Russian