

YOUR FULL NAME

Senior Accountant | ACCA Member | 8 Years in Audit & Reporting

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PROFESSIONAL SUMMARY

Chartered accountant with 8 years of experience in month-end close, statutory reporting and internal controls for manufacturing and retail companies. Led a team of four, cut the close from 9 to 5 working days and moved reporting to a cloud ERP. Looking for a finance manager role. (Replace with 3 lines on your level, your strongest results and your next role.)

KEY SKILLS

Finance: IFRS reporting, month-end close, budgeting, variance analysis, audit liaison

Systems: SAP S/4HANA, Oracle NetSuite, Excel (Power Query, pivot tables), Power BI

Leadership: Team of 4, training new hires, cross-department projects

EXPERIENCE

Senior Accountant — Company Name, City

Mar 2022 – Present

- Own the monthly close for 3 entities (annual revenue USD 40M); close now takes 5 days, down from 9.
- Prepared IFRS financial statements and led the external audit with zero material findings two years running.
- Built a Power BI cash-flow dashboard used by the CFO in weekly meetings.

Accountant — Company Name, City

Jul 2018 – Feb 2022

- Reconciled 12 bank accounts and intercompany balances every month.
- Moved fixed-asset records from spreadsheets to the ERP, removing 40 hours of manual work a year.

Audit Trainee — Audit Firm Name, City

Jan 2016 – Jun 2018

- Audited clients in textiles, FMCG and banking; drafted management letters.

EDUCATION & CERTIFICATIONS

ACCA — Association of Chartered Certified Accountants

2019

B.Com (Hons) — University Name

2015

LANGUAGES

English (fluent), Urdu (native)