**ACCOUNTANT RESUME**

John Elwes

Nationality: English

Date of birth: 1714-11-26

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**PROFILE**

Accomplished Accounts Payable Specialist with a high degree of professionalism and strong problem solving abilities. Maintains 100% accuracy in processing invoices. Proficient at vendor management and thrives in challenging, fast-paced environments. Dedicated to providing current state-of-accounts reports to inform cash flow management decisions.

**WORK EXPERIENCE**

Accounts Payable Clerk, XYZ Company Ltd., London

* Efficiently process vendor invoices and maintain up-to-date system.
* Open and track customer and vendor accounts.
* Coordinate approval processes of all accounts payable invoices.
* Balance batch summary reports for verification and approval.
* Research and resolve billing and invoice problems.
* Coordinated approval processes of all accounts payable invoices.
* Accounts Payable Clerk, ABC Company Ltd., London
* Verified details of transaction, including funds available and total account balances.
* Overhauled internal controls and accounting quality system to prepare for important audits.
* Dealt with suppliers and renegotiated contracts.
* Coded the general ledger and processed vendor invoice payments.
* Rectified escalated accounts payable issues from employees and vendors.
* Calculate rates paid for purchases and all price extensions.
* Financial Accountant, EFG Company Ltd., London
* Analyzed revenues, commissions, and expenses to ensure they are recorded appropriately monthly.
* Assisted with corporate tax reporting requirements.
* Conducted reviews and evaluations for cost-reduction opportunities.
* Prepared financial statements and supporting schedules according to annual close schedule.
* Performed general accounts analysis and reconciliations, including bank statements, fixed assets, employer's benefit costs, accruals and prepaid expenses.

**EDUCATION**

09/20XX - 07/20XX, BSc (Hons) Financial Economics, University of St Andrews, Scotland

2.1 Upper Second Undergraduate Degree

**STRENGTHS**

* Organization
* Time Management
* MS Excel
* Public Speaking
* Team Leadership
* Attention to Detail
* SQL
* Data Analytics
* MS Visual Basic
* IBM Congos
* SAP