**ACCOUNTANT RESUME**

First Last

United Kingdom

+44 1234567890

first.last@gmail.com

**WORK EXPERIENCE**

Resume Worded, London, United Kingdom

**Education technology startup with 50+ employees and $100m+ annual revenue**

Accountant 08/20XX – Present

* Improved financial ledger agreements by 50% using customized software
* and redesigning outdated processes.
* Overhauled existing accounting systems at RW to increase efficiency;
* reduced unnecessary costs by 48% in Q1, 20XX.
* Managed the budgeting, forecasting, cash management, tax planning, and
* preparation for 30+ HNIs with a $400K portfolio.
* Initiated a new invoicing and reconciliation system that reduced month-end
* Turnaround Time (TAT) from 72 hours to 30 minutes.

Polyhire, London, United Kingdom

**NYSE-listed recruitment and employer branding company**

Cost Controller 10/20XX – 07/20XX

* Revamped the warehouse system and eliminated unnecessary transportation
* between 40+ locations; reduced 71% of expenses associated with material
* handling.
* Identified 30+ sources of waste throughout process flow, which helped save
* $20K annually in the 20XX and 20XX expenditures.
* Created reporting formats to increase the response of 20+ management
* members to financial data.
* Restored the profitability at Polyhire by reducing spending in the procurement
* department from 83% to 20% without affecting product quality.

Growthsi, London, United Kingdom & Barcelona, Spain

**Career training and membership SaaS with 150,000 users**

Full Charge Bookkeeper 11/20XX – 09/20XX

* Created new spreadsheets tailored to reflect income and expenses, which
* helped to organize the company's accounting data with 95% accuracy.
* Reviewed financial and payment information to guarantee that 110+
* merchants were paid within 24 hours of invoice receipt.
* Implemented billing changes and set up an autopay system to handle 320+
* vendor invoices monthly, boosting efficiency by 66%.
* Developed innovative financial formulas in Excel that eliminated errors made
* on past assignments, improving project completion time by 80%.

**PREVIOUS EXPERIENCE**

**Invoice Processor**

ABC Company, London, UK 06/20XX – 10/20XX

**Treasurer**

XYZ Company, New York, USA 01/20XX – 05/20XX

**Debt Collector (Internship)**

ABC, New York, USA 07/20XX – 12/20XX

**SKILLS**

* Hard Skills:
* Financial Reporting
* Bookkeeping
* Invoicing
* Financial Analysis
* Budgeting
* Auditing

**TECHNIQUES:**

* Account Reconciliation
* Journal Entries
* Variance Analysis

**TOOLS AND SOFTWARE:**

* Xero
* Quickbooks
* Sage
* MYOB

**LANGUAGES:**

* English (Native)
* Romanian (Native)
* Spanish (Conversational)

**EDUCATION**

University of New York

**Bachelor of Science Accounting**

New York City, New York

10/2011 - 06/20XX

**OTHER**

* Certified Public Accountant
* Certified Management
* Accountant (CMA)