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| |  | | --- | | **Experience** **Accountant — Musk Solutions Inc., Austin, TX — 2016-Current**   * Assessed budgets, financial projections, and reports for more accurate monetary standing. * Regularly reviewed accounting procedures and structures to spot areas that needed improvement. * Monitored and managed insurance files, financial updates, and watch lists. * **Junior Accountant —Sagrada Software, Mabank, TX — 2011 – 2016** * Created and modified effective accounting processes and systems that maximize effectiveness and fulfilled the company needs. * Promoted record integrity by resolving digital and physical records variances via thorough investigation. * Assisted clients in navigating tax authorities, and financial and legal concerns  **education** **Accounting (BBA) - 2016**  Texas A&M University, Mabank, TX  **MBA from National Institute of Management - 2009**  Ahmedabad, Guja **Certifications** Certified Public Accountant, 2018 | | |  | | --- | | **Summary**Highly analytical, results-driven Chartered Accountant focused on auditing, public accounting, tax compliance, and commitment to best accounting practices. Achievements include saving Musk Solutions Inc. $2 million by strengthening its internal controls. | | |  |  | | --- | --- | |  |  | | [chloe.anderson@email.com](mailto:chloe.anderson@email.com) | 551) 123-7676 | |  |  | | [chloe.anderson@email.com](mailto:chloe.anderson@email.com) | [chloe.anderson@email.com](mailto:chloe.anderson@email.com) | | | **Skills**Invoice coding familiarityAdvanced bookkeeping skillsData trending knowledgeCalculating liabilitiesDetail-orientedAnalytical skillsTime management | |