|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **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 | 551) 123-7676 |
|  |  |
| chloe.anderson@email.com | chloe.anderson@email.com |

 |
| **Skills**Invoice coding familiarityAdvanced bookkeeping skillsData trending knowledgeCalculating liabilitiesDetail-orientedAnalytical skillsTime management |

 |