

Adrian [REDACTED]



To obtain an accounting position where I will be able to contribute my skill, Knowledge and experience to a company that will give me an opportunity to develop my career.

Personal Info

Age: 31 Years Old

Sex: Male

Birth Date: [REDACTED]

Birth Place: [REDACTED]

Height: 5'10"

Weight: 60kgs

Mother's Name: [REDACTED]

Occupation: [REDACTED]

Father's Name: [REDACTED]

Occupation: [REDACTED]

Marital Status: Single

Religion: Roman Catholic

Experience

- [REDACTED], Finance Assistant
 - November 2023 - Present
 - Check email daily and respond within 24 hours. Enter transactions in QuickBooks, ensuring invoices tally with approved purchase orders. Process vendor payments and perform monthly bank reconciliations. Ensure all daily transactions are recorded in QuickBooks, and all invoices are sent to clients. Additionally, ensure that three email reminders are sent before the invoice due date.
- [REDACTED], Tax Analyst — *Tax Preparer*
 - July 2023 - July 2024
 - [REDACTED]
[REDACTED]. As a tax preparer, my primary responsibility is to ensure that clients file accurate reports for their personal and business taxes based on the documents they provide. I also ensure that these reports comply with IRS regulations, including the exclusion of expenses that do not need to be reported in either tax return.

- [REDACTED], VA — Chat and Email Support

- August 2022 – March 2023

- [REDACTED] My daily tasks include assisting customers to connect with hotels and stores that can keep the luggage safe while they enjoy their time in the city; also assist customers with book on-demand and coordinate with hosts make sure luggage are in secure storage rooms

- [REDACTED], VA — Admin Support

- January 2022 – July 2022

- The company's main business is to supply dermal instruments to dermatologists and beauty spas, my daily tasks include but not limited to doing inventory, invoicing, sending email reminders, collecting payments, order processing, arranging shipments and tracking orders. I also handle client complaints and general inquiries.

- [REDACTED] — Accounting Supervisor

- April 2019 – December 2021

- As an Accounting Supervisor my main responsibilities include but not limited to: Oversees Accounting operations, which include financial accounting, accounts payable, and payroll, implements training for new hires and identifies training opportunities for current staff.

- [REDACTED] — Corporate Accounting Assistant

- January 2015 – October 2017

- Record daily financial transactions, maintain accurate ledgers, and process payroll records. I am also responsible for developing daily and monthly financial and statistical reports for management.

- [REDACTED] — Junior Auditor

- January 2015 – October 2017

- I help prepare financial statements and reports on a regular basis for management review. I also assist in the preparation of tax returns and compliance filings as needed.

- [REDACTED] — Production Manager

- June 2011 – January 2015

- Supervises the team and oversees the printing process of various marketing materials such as, signage; calendars; official receipts — anything that can be printed by the company.

Education

[REDACTED], *BS-Accountancy*
2011-2017

[REDACTED], Building Wiring NC II
2009-2010

[REDACTED]
2008-2009

[REDACTED]
2004-2005

CHARACTER REFERENCES

[REDACTED]

[REDACTED]

[REDACTED]