

Roger Nash
121 Grouse Lane, Sikes Town
Baltimore, MD
999-999-9999
rogernash@xxx.com

Objective: Seeking a challenging and interesting position as a Certified Public Accountant(CPA) with a leading organization, where I can put to practice my skills as an accountant.

Experience: Phoenix Engineering Pvt Ltd Baltimore, MD
Certified Public Accountant 2008 to Present

- Carried out various financial analysis and prepared reports based on the analysis using accounting principles and techniques.
- Initiated various process implementations to streamline accounting department.
- Implemented a conducive work atmosphere that resulted in greater productivity, individual accountability and team morale.
- Re structured general ledger, accounting and financial systems, accounting reports and schedules for improved accuracy and precision.
- Implemented standardized reporting procedures.
- Completed comprehensive valuation analysis and credit review of acquisition target, and played a key role in the due diligence effort that was crucial to successful merger.
- Implemented process improvements that helped recognise \$3M in unrecognised revenue.
- Implemented and oversaw internal audits of financial and accounting books and processes.
- Brought to light \$150K overpayments made to vendors over a period of 1 year.
- Managed various types of accounts.
- Implemented accounting software that reduced burden on accounts staff and improved efficiency and accuracy.
- Trained and supervise junior staff members on accounting work practices.
- Handled tasks related to account reporting and disclosure forms, carried out ledger maintenance and closing activities.
- Oversaw and supervised important accounting and finance areas and both 401 & 600K plans

Shaw & Mclaw Sales Corp Baltimore
Staff Accountant 2005 to 2008

- Applied accounting principles, practices and techniques to carry out various accounting functions.
- Prepared, examined, and analyzed accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

- Developed, maintained, and analyzed budgets, preparing periodic reports that compared budgeted costs to actual costs.
- Reported to management regarding the finances of establishment.
- Computed taxes owed and prepared tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Prepared forms and manuals for accounting and bookkeeping personnel, and directed their work activities.
- Analyzed business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses and to provide advice.
- Developed, implemented, modified, and documented record keeping and accounting systems, making use of current computer technology.
- Established tables of accounts, and assigned entries to proper accounts.

Education: State University of Maryland Adelphi, MD
Masters of Science in Accounting 2009

State University of Maryland Adelphi, MD
Bachelors of Science in Accounting 2005

License: Certified Public Accountant, State of Maryland.

Key Skills:

- Proficient in the use of Windows operating systems, Microsoft Word, Excel, Access, PowerPoint.
- Expert in accounting principles, budgeting, scheduling, performing risk analyzes, directing multiple on-going complex audits and facilitating the inclusion of proper internal controls as part of the systems development process.

References: Available upon request