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Objective: Interested in applying for the position of a Staff Accountant with a leading company, where I can put to practice my skills and expertise as an accountant.

Experience: ABC Trading Corp. New York, NY
Staff Accountant 2009 to Present

- Analyzed accounting and financial statements and records by applying accounting principles.
- Prepared accounting statements and financial reports.
- Prepared and analyzed and maintained financial records and accounting statements for entries to account books such as general ledger, accounts payable, accounts receivable balance sheets.
- the annual balance sheet, profit and loss statements and various other accounting reports and presented them to the management.
- Prepared Analyzed and provided inputs to the management in regards with the current and projected financial standing of the organization.
- Documented various business transactions.
- Compiled and analyzed financial information in regards with assets, liabilities and capital, and presented these reports to the management.
- Carried out periodic internal audits of accounting reports, books and statements and prepared reports to substantiate individual transactions prior to settlement.
- Established, and optimized various accounting control procedures to streamline accounting processes.
- Directed and coordinated activities of other accountants and clerical workers performing accounting and bookkeeping tasks.
- Instrumental in identifying unrecognized revenue of 750,000 dollars by providing inputs on cost optimization methods.

ABC Trading Corp New York, NY
Assistant Accountant 2006 to 2009

- Assisted the accountant with various accounting task like managing bank accounts, book keeping and preparing periodical accounting reports.
- Used accounting software and spreadsheets to record financial data.
- Prepared and analyzed recorded financial figures and data and compiled reports based on these figures.
- Ensured data accuracy in financial records and data.
- Managed accounts payables vs. receivables, classified and

reviewed data for various accounting ledgers by using spreadsheets and databases; compiled and updated financial records accordingly.

- Managed the process for check collection from clients, recorded and en-cashed checks collected.
- Assisted various departments in verifying and rectifying financial discrepancies

Education: State University of New York New York
Masters of Arts in Accounting 2009

State University of New York New York
Bachelors of Arts in Accounting 2006

Key Skills: Proficient in the use of MS office (MS Word, MS Excel, MS PowerPoint, MS Access) various accounting software, excellent accounting knowledge and skills.

References: Available upon request