**WORK EXPERIENCE**

**Accountant**

ABC Company | City | Jan 2022 – Dec 2023

Provided accurate financial analysis and reporting for informed decision-making. Managed full-cycle accounting processes, including accounts payable/receivable, general ledger entries, and bank reconciliations.

**Junior Accountant**

XYZ Company | City | Jan 2021 – Dec 2021

Collaborated with colleagues to improve documentation and streamline month-end procedures, resulting in enhanced efficiency and accuracy.

**EDUCATION**

**Bachelor’s Degree in BBA**

XYZ University | City | Jan 2018 – Dec 2021

**Diploma in Accounting & Finance**

ABC Institute | City | Jan 2017 – Dec 2017

**Diploma in Microsoft Excel**

XYZ Institute | City | July 2016 – Dec 2016

**OLIVIA WILSON**

**ACCOUNTANT**

Skilled and experienced accountant with a proven track record of success in the financial services industry. Expertise in all aspects of accounting, including financial statement preparation, auditing, and taxation. Strong analytical and problem-solving skills.

**LANGUAGES**

* English: Advanced
* Spanish: Proficient
* French: Intermediate

**SKILLS**

* Accounting Principles
* Financial Statement Prep
* Microsoft Excel
* Auditing
* Data Analysis

**CONTACT**

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