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## Personal Accountant Resume

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### Job Objective

To obtain a Personal Accountant position that will allow me to utilize my skills and has potential for growth.

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### Highlights of Qualifications:

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- Certified Personal accountant with experience in banking and property tax administration
  - Thorough knowledge and understanding of taxation and dividends
  - Operational knowledge of accounting principles, regulations, and related laws
  - Ability to work independently and efficiently
  - Proficient in Microsoft Office (word, excel, PowerPoint) Microsoft Outlook and Sage
  - Excellent organizational and communication skills
  - Extremely organized, detail-oriented, proactive, and self-motivated
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### Professional Experience:

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Personal Accountant, August 2005 – Present

Michael Page International, Picayune, MS

- Created a general ledger and ensured bank reconciliations.
  - Ensured the client portfolio has been auctioned efficiently and accurately.
  - Prepared monthly sales invoices, payroll and sales tax.
  - Reviewed new hire requests in accordance with the budgets.
  - Prepared, analyzed, and reviewed all P&L lines and propose tools and actions for improvement and optimization.
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### Education:

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Bachelor's Degree in Business Management, University of Tampa, Tampa, FL

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