
Private Accountant Resume

Job Objective

A Private Accountant position in an established company.

Highlights of Qualifications:

- Strong accomplished experience of private banking and commercial lending
 - Sound knowledge of finance, accounting and budgeting, and Generally Accepted Accounting Principles
 - In-depth knowledge of fundamental lending and estate planning concepts
 - Excellent knowledge of applicable banking, insurance, and securities laws and regulations
 - Good knowledge of short and long period budgeting and estimating
 - Proven relationship management and sales skills and excellent client service skills
 - Excellent negotiation and interpersonal skills
 - Good oral and written communication skills
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Professional Experience:

Private Accountant, August 2005 – Present
AIG, Chicago, IL

- Directed and coordinated financial planning and management of the company.
- Recommended financial measuring standards for the department.
- Ensured conformity with local, state and central budgetary coverage necessities.
- Monitored and analyzed changes to accounting policy.
- Proposed modification of systems and data to ensure accurate depiction of financial information.
- Provided recommendations and rationale to include time, labor and cost savings for initiatives to improve inefficient operations.
- Developed action plans for process improvement and measuring performance.

Private Accountant, May 2000 – July 2005
Blackrock, Chicago, IL

- Overseen financial management of foreign operations and developed financial and budget policies and procedures.
 - Inspected financial, actual and inventory of assets.
 - Determined cash flow and profit margins and anticipated in market and economic conditions.
 - Coordinated the development, confirmation and examining of private data files.
 - Reported monthly actual performance against forecast and develop analysis for variances.
 - Worked with trade and technology divisions to classify deliverables.
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Education:

Bachelor's Degree in Accounting, Santa Clara University, Santa Clara, CA

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