

DONNA ROBBINS

Your City, Country | (+123) 0000000000 | donna@example.com | linkedin.com/in/yourprofile

Highly skilled Senior Accountant with over 10 years of experience in financial reporting, budgeting, tax compliance, and auditing. Expertise in managing financial statements, cost control, and ERP systems to optimize business performance. Strong analytical and problem-solving skills, with a deep understanding of GAAP, IFRS, and taxation laws.

EXPERIENCE

Senior Accountant

ABC Corporation | [City, Country] | 2020 - Present

- Prepare and analyze **financial statements** to ensure compliance with **GAAP/IFRS**.
- Supervise a team of accountants, providing training on **ERP and accounting software** (SAP, QuickBooks, Oracle).
- Conduct **internal audits** and implement cost-control measures, reducing operational expenses by **15%**.
- Manage **VAT reporting, tax filings, and year-end closing procedures** in coordination with auditors.

Accountant

XYZ Financial Services | [City, Country] | 2015 - 2020

- Handled **accounts payable/receivable, bank reconciliations, and payroll processing**.
- Developed automated **financial models**, reducing reporting errors by **20%**.
- Assisted in budgeting, forecasting, and cost analysis to improve financial planning.
- Ensured compliance with local tax regulations and liaised with external auditors.

EDUCATION

- Bachelor's Degree in Accounting
[University Name] – [Year of Graduation]
- Certified Public Accountant (CPA) / Chartered Accountant (CA) / Other Relevant Certification

SKILLS

- Financial Reporting & Analysis
- Budgeting & Forecasting
- Tax Compliance & Auditing
- ERP & Accounting Software (SAP, QuickBooks, Oracle, Tally)
- Cost Control & Financial Planning
- ✓ Microsoft Excel & Data Analytics
- ✓ Leadership & Team Management

LANGUAGES

- **English:** Fluent
- **Arabic:** Native