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SKILLS

- Retail Finance
- Budget Management
- Financial Reporting
- Data Analysis
- Vendor Management
- Training

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Achieved a 95% accuracy rate in financial reporting over two years.
- Recognized for exceptional performance in managing vendor relationships.
- Implemented a new reporting system that improved efficiency by 15%.

Michael Anderson

ACCOUNTS OFFICER

Proficient Accounts Officer with a robust 5-year background in retail finance, specializing in budget oversight and financial reporting. Exhibits a thorough understanding of retail operations and financial management principles. Demonstrates expertise in analyzing sales data and managing financial records to support business objectives. Recognized for strong analytical skills and the ability to communicate financial insights effectively to non-financial stakeholders.

EXPERIENCE

ACCOUNTS OFFICER

Retail Group

2016 - Present

- Managed daily accounting functions, ensuring accuracy and compliance with financial policies.
- Prepared financial reports for management to inform strategic decisions.
- Analyzed sales data to identify trends and inform inventory management.
- Coordinated with vendors to ensure timely payments and accurate invoicing.
- Assisted in the budgeting process, providing insights on revenue projections.
- Trained staff on financial systems and reporting tools.

FINANCE ASSISTANT

Supermarket Chain

2014 - 2016

- Supported accounts payable and receivable processes, ensuring timely and accurate transactions.
- Maintained financial records and assisted in the preparation of monthly reports.
- Conducted reconciliations of bank statements and financial accounts.
- Assisted in inventory audits, verifying stock records against financial data.
- Engaged with customers to resolve billing inquiries and discrepancies.
- Participated in financial training programs to enhance skills and knowledge.