

3a Stuart Road
Melbourne VIC 3004
0424 242 424
j.johnson@email.com

JOHN JOHNSON

CAREER OBJECTIVE

An ambitious and dedicated accountant, my professionalism and accuracy led to significant fiscal savings in the companies I have worked for. I am eager to contribute to larger scale projects and manage a successful client portfolio at your organisation.

KEY SKILLS

- Proficient in completing the Business Activity Statement (BAS) for small and large businesses
- Strong knowledge of QuickBooks
- Ethical Accountants Junior Board Member (2011)
- CPA Australia certified member (2009)
- MYOB certified (2007)

WORK EXPERIENCE

Financial Auditor

Bellor Services

2009 – 2015 | Melbourne, Australia

At Bellor Services I am responsible, with the finance team executive, for monitoring company assets and analysing complex data sets to maximise profits and shareholder value.

- Develop and maintain accounting systems and procedures in accordance with statutory law and industry best-practice
- Provide detailed analysis and reports on allocation of capital
- Independently managed presentation and distribution of financials at all Executive and Board meetings in the 2009 – 2012 period
- Forecast spending and budget requirements according to local and international market trends
- Maintain strong relationships with banks and key investors
- Responsible for refining reporting process, reducing costs by 37% and time investment by 11% in first two years

Graduate Accountant

FTTL Global

2005 – 2008 | Melbourne, Australia

At FTTL I worked in the finance team to budget and forecast annual spend for three small retail clients, assisting with quarterly and yearly account consolidations.

- Became familiar with accounting software and practice management techniques
- Managed relationships and reporting requests with three retail clients
- Developed thorough understanding of Australian financial legislation and regulation
- Participated in FTTL's inaugural Financial Research Network Retail Review, the results of which were presented at the Accountants Australian Conference 2007

EDUCATION

Masters of International Finance
Deakin University
2005 – 2007

Awarded the International Federation of Accountants (IFAC) Innovation scholarship for thesis on global project accounting

Bachelor of Accounting & Finance
ACU
2000 – 2004
Graduated with Distinction

REFERENCES: Available upon request

Accounting resume sample