



## CONTACT

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+987 654 321

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Street, city – state

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## SKILLS

- Accounting Principles
- Financial Statement Prep
- Microsoft Excel
- Auditing
- Data Analysis

## LANGUAGES

- English: Advanced
- Spanish: Proficient
- French: Intermediate

# OLIVIA WILSON

## ACCOUNTANT

Skilled and experienced accountant with a proven track record of success in the financial services industry. Expertise in all aspects of accounting, including financial statement preparation, auditing, and taxation. Strong analytical and problem-solving skills.

## WORK EXPERIENCE

**Accountant**  
ABC Company | City | Jan 2022 – Dec 2023

Provided accurate financial analysis and reporting for informed decision-making. Managed full-cycle accounting processes, including accounts payable/receivable, general ledger entries, and bank reconciliations.

**Junior Accountant**  
XYZ Company | City | Jan 2021 – Dec 2021

Collaborated with colleagues to improve documentation and streamline month-end procedures, resulting in enhanced efficiency and accuracy.

## EDUCATION

**Bachelor's Degree in BBA**  
XYZ University | City | Jan 2018 – Dec 2021

**Diploma in Accounting & Finance**  
ABC Institute | City | Jan 2017 – Dec 2017

**Diploma in Microsoft Excel**  
XYZ Institute | City | July 2016 – Dec 2016

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