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# Summary

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Skill Highlights

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| --- | --- |
| * Negotiation
* Sales and Marketing
* Complex problem solver
 | * Innovative
* Problem resolution
* Service-Orianted
 |

Experience

**Job Title** - 01/2020 to 03/2021

**Company Name**, Location

 Manage all accounting transactions

 Prepare budget forecasts

 Publish financial statements in time

 Handle monthly, quarterly and annual closings

 Reconcile accounts payable and receivable

Education

Postgraduate Degrees– (Year- Year)

**Name of the University**, Location

Bachelors Degree Degrees– (Year- Year)

**Name of the University**, Location

Certifications

**Name of the Certificate** :- More Details

Name of the Institution

**Name of the Certificate** :- More Details

Name of the Institution

References

References available on request

Emma

Williams