**Aman Verma**

Paste your professional looking photo

(Do not stuple)

|  |  |
| --- | --- |
| 123 Your Address, City, State, Zip Code  (xxx)-xxx-xxxx | your@email.com  www.linkedin.com/in/AmanVerma |  |

**CAREER OBJECTIVE**

Licensed Certified Public Accountant with over 6 years of experience. Member of the AICPA and NYSSCPA seeking to apply diverse accounting and administrative knowledge as a supervising accountant at your company. Possess a B.S. in Accounting from a top-50 accounting school

**Professional Experience**

IF YOU ARE FRESHER OR NO EXPERIENCE …..DON’T WORRY SIMPLY SKIP THIS SECTION OF EXPERIENCE

MCINTIRE HUMAN RESOURCES, Ithaca, NY| September 2011 – Present

**Supervising Accountant**

* Maintain up-to-date documentation of all company processes
* Conduct and oversee periodic financial audits
* Coordinate and organize internal control projects with an annual budget of $40 million+
* Develop formal dashboards to communicate results of audit activities to senior management
* Manage multiple client accounts totaling over $75 million
* Train and coordinate a team of experienced in-house financial analysts

STEADMAN & STEADMAN LLC, Ithaca, NY| September 2010 – August 2011

**Accountant**

* Processed, examined, and certified administrative receipts and disbursments
* Tracked metrics and performance indicators. Assisted external auditors with document collection for audits
* Performed monthly reconciliations and account analysis
* Managed stock portfolio worth over $35 million, increasing returns by 5%
* Identified several applicable tax credits resulting in tax savings totaling over $14,000 annually
* Pinpointed several operational inefficiencies, boosting performance and drawing in several new clients leading to a total bottom-line increase of 12% annually

**EDUCATION**

**SOUTHERN NEW HAMPSHIRE UNIVERSITY, Manchester, NH**

Bachelor of Science in Accounting, May 2010

* Graduated Cum Laude
* Captain of the debating team

**SKILLS**

* Intimate familiarity with both IFRS in addition to US GAAP
* Expert with Quickbooks Pro
* Microsoft Suite (Advanced Excel)

**AREA OF INTERSET**

* Marketing
* Sales

**PROJECTS**

* **Project Name:** XYZ
* **Duration:** Any time period
* **Description:** describe in brief about your project [YOU CAN ADD MORE PROJECTS IN THE SAME FORMAT]

**TRAINING / INTERNSHIP**

* **Title:** XYZ
* **Organization:** Nme of your training or internship organization
* **Duration:** Any time period
* **Description:** Describe about your training or internship. [YOU CAN ADD MORE PROJECTS IN THE SAME FORMAT]

**STRENGTHS**

* Analytical Approach
* Decision Making

**CERTIFICATIONS / ACHIEVEMENTS**

* Certificate 1
* Certificate 2

**PERSONAL DETAILS**

* **Father’s Name:**
* **Mother’s Name:**
* **Date of Birth:**
* **Language Known:**
* **Nationality:**
* **Hobby:**

**DECLARATION**

I hereby declare that the above-mentioned information is true to my knowledge and I bear the

responsibility for any incorrectness if found in the above data.

**Date:**

**Place:** (Signatre)