**Aman Verma** (xxx) - xxx - xxxx **●** your\_email@someemail.com

linkedin.com/AmanVerma Your Complete Address, City, State, Zip Code

**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.

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

**Professional 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**

Master of Science in Accounting, SOUTHERN NEW HAMPSHIRE UNIVERSITY, Manchester, NH, August 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:** Time period of project
* **Description:** Describe in brief about your project [YOU CAN ADD MORE PROJECTS IN THE SAME FORMAT]

**TRAINING / INTERNSHIP**

* **Project Name:** XYZ
* **Organization:** Name of your training or internship organization
* **Duration:** Time period of training or internship
* **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:** (Signature)