(514) 333-3333

**First Last name ACCOUNTING** name@hec.ca

 www.linkedin/in/prenomnom

 1212 St-Denis Street

 Montréal Quebec H2T 4Z4

 Languages: French, English

**PROFILE**

* **Candidate for the CPA profession – Ordre des comptables professionnels agréés du Québec**
* Successful completion of the Ordre des CPA exam
* Financial auditing skills and experience: Audit, review and compilation, analysis and evaluation of internal control procedures, preparation of financial statements and consolidation, financial statement analysis using ratios
* Very well versed in the IFRS standards and in Quebec’s tax laws
* Initiative, team spirit and strong problem-solving skills
* Softwares: Sage 50, Avantage, Acomba, GAMx, AWS, Caseware, Caseview, Taxprep, SAP, Delta, Suite MS Office

**EDUCATION**

**Master of Science in Administration – Specialization in Accounting, Control, Audit, HEC Montréal** **April 20XX**

**Bachelor of Business Administration – Specialization in Accounting, HEC Montréal** **20XX**

**PROFESSIONAL EXPERIENCE**

**ABC Inc., Montreal – Auditor** **20XX - 20XX**

* Reviewed banking procedures (cash transactions, credit granting and recovery processes, documentary credits, documentary collections)
* Checked loan and guarantee records (mortgage, pledge)
* Ensured proper assessment of provisions for outstanding receivables
* Evaluated internal control and procedures
* Reviewed, analyzed and checked account books
* Conducted a client portfolio review in banks
* Wrote audit and recommendation reports

**Accomplishment**: Completed over 20 financial audits per year by applying a rigorous and effective method of control with very tight deadlines for renowned companies in various sectors: financial institution, NGO, Oil, telecommunications and hospitality.

**Company AAA, Montréal – Deputy Controller**  **Winter 20XX**

* Prepared monthly cost-budget reports
* Assured accuracy of month-end accounting entries
* Monitored transactions, billing and accounts receivable
* Reviewed employee timesheets

**Accomplishment:** Formulated recommendations that were accepted by the Management to automate and accelerate the processing time for timesheets by 30%.

**XYZ Bank, Montréal – Administrative Officer for the Business and Asset Management Sector** **20XX - 20XX**

* Recorded monthly sales of the Consulting Services
* Verified transactional data
* Monitored compliance of certain transactions

**Accomplishment:** Managed the computerization project for the business and asset management sector, which reduced the processing time of client files by 20%**.**

**ACTIVITIES AND COMPETITIONS**

* Third place winning team at the Accounting Games, HEC Montréal **20XX**
* Participation in the KPMG Case Competition **20XX**
* Participation in HEC Montréal’s income tax clinic **20XX**
* Volunteer coach for the Women's Basketball Team **20XX**
* Played several years of competitive basketball, Carabins de Montréal **20XX – 20XX**