**Elson Garrett**

125, East Street,

Santa Clara, CA 12288

(985) 362-47855

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Highly focused accounting professional with expertise in major accounting functions.

**SUMMARY OF QUALIFICATIONS**

* Expertise in financial reporting and analysis
* Proficient in payroll accounting, external audits & Variance Analysis
* Hands-on experience in using several accounting software
* Result-oriented accounting professional with strong organizational skills

**EDUCATION**

**Bachelor of Science in Accounting & Finance management**, 1998

University of California

**EXPERIENCE**

**Staff Accountant, Bayer, Inc.**, Fremont, CA- 2003 to present

* Formulated new accounting control system to maximize productivity
* Prepared & drafted accounting policies as per GAAP norms
* Prepared Bayer Inc.s first external audit & devised strategies to carry out audit plans
* Provided staff training for implementation of new accounting practices & enhance efficiency

**Account executive, A&B Certified Public Accountants**- San Jose, CA - 1998 to 2003

* Prepared financial statements & maintained general ledger
* Participated in external audits by federal entities & maintained asset schedule
* Utilized accounting software programs that included Quickbooks & Prosystem TB

**Computer Skills**

Proficient in Ms-Access, WordPerfect, Lotus 3, & Ms-office software packages