**Don Adams**

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Delaware, OH 43015

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**Career Objective:**

A dynamic budget accountant having 3+ years of experience with long term efficiency in corporate laws and projections seeking a challenging role in a growing organization.

**Skills and Competencies**:

* Extensive knowledge of the generally accepted fundamental accounting principles
* Proven ability to co-ordinate detailed quantified plans
* Proficiency in costs and revenue management which helps in enhancing cash flow efficiency for the organization
* Extensive practical knowledge of planning and documenting audit assignments
* Rich experience of monitoring, managing and motivating the audit team

**Professional Experience**:

Practice Accountant

Phoenix Accounting Services, Newark, May 2013 - Present

**Duties and Responsibilities:**

* Managing a full spectrum of accounting functions which include preparing statutory and non statutory financial statements taking into consideration the GAAP/IFRS
* Supporting schedules
* Reconciling balance sheet items for clients belonging to various professions and classes which include doctors, IT contractors, recruitment companies, media companies, solicitors, retailers builders, estate agents etc
* Assisting seniors in Audit procedures and in the verification of financial statements

Account Assistant

Wilkinson's Accounting Services, January 2011 - April 2013

**Duties and Responsibilities:**

* Was responsible for the comprehensive variance analysis to determine the root cause of every significant variance
* Conducted meetings with the external accountants and discussed issues related to the preparation of the year end accounts
* Prepared, maintained and updated the purchase and sales ledger
* Was responsible for preparing reconciliations
* Made sure that the completion of quarterly filings like VAT returns were made accurate
* Ensured the improvement in the income and expenditure reporting procedures

**Education**:

* ACA Qualified Chartered Accountant, Delaware University, Newark, DE, 2010

**Reference**:

Available upon request.