

Caroline Higgins

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example-email@example.com

Summary

Experienced Account Officer professional with a proven track record in reconciling challenging and difficult accounts. Ability to meet and exceed goals that have led to increased productivity for the organization. Advanced skills and proficiency in Microsoft Excel; strong ability to learn different software fast. Seeking to utilize experience and skills to take the next career step with a respected organization that rewards hard work and proven track record of success.

Core Qualifications

- Billing statements
- A/R control
- GST output tax
- Month end closing
- Year end audit
- Payroll functions
- Accounting reports
- Profit & loss
- Regulatory compliance
- Flash / ad-hoc reports

Professional Experience

Account Officer Ûò Product Consultant

4/1/2010 – Current

Victor Services

New Cityland, CA

- Maintain financial growth targets improving the pricing of products and services as well as promotion strategies
- Coordinate company budget evaluating previous budgets and improving drawbacks
- Organize payments and receipts ensuring that all bills are paid properly
- Oversee audit objectives and respond to audit statements

Account Officer ÛÒ Income Audits

10/1/2007 – 3/1/2010

KVC Ltd.

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- Prepared daily flash report on a timely basis for daily Management meetings; prepared day end closing
- Performed daily cash collection witness by General Cashier
- Ensured daily output GST were accounted for in PMS with compliance with company policy

Account Officer ÛÒ General Leader

4/1/2004 – 6/1/2007

BlueModa Inc.

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- Handled full spectrum of Accounts Payable Functions
- Processed invoices in a timely manner
- Completed reconciliations for inter-company and GL
- Liaised with operations and vendors on payment matters and handled questions from external vendors

Education

Bachelor of Science – Accounting

XXXX – XXXX

Richard Stockton Community College

New Cityland, CA

Associate of Science – Accounting / Business Managment

XXXX – XXXX

Atlantic Cape Community College

New Cityland, CA

Accounting Officer Series

Accounting Officer (Specialist)

California State Personnel Board Specification