

## PERSONAL

**Name**  
Franny Statler

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# FRANNY STATLER

Qualified accounting professional seeking an accounting clerk position with an innovative financial institution. Equipped with a knowledge of financial markets, the ability to work under pressure, strong analytical skills, and experience managing various financial documents. Capable of bookkeeping duties, including filing financial statements and creating reports.



## WORK EXPERIENCE

- Sep 2021 - Present**     **Accounting Clerk**  
*ABC Firm, Houston, TX*
  - Advise concerned clients and use expertise and judgment to resolve potential problematic issues.
  - Manage and organize confidential financial documents, maintain employee records, process payrolls, and lead accounts payable and receivable.
  - Performed other daily bookkeeping tasks as required by the management team.
- May 2019 - Sep 2021**     **Accounting Clerk**  
*XYZ Firm, Dallas, TX*
  - Awarded Employee of the Month for performing excellent work.
  - Responsible for filing financial statements, handling accounts receivable and payable, and caring for expense bills.
  - Conducted reports and participated in weekly meetings with managers to increase the efficiency and productivity of the company.
  - Maintained professional relationships with clients to ensure procedures and standards were followed.



## EDUCATION AND QUALIFICATIONS

- 2020**     **CIMA Certificate in Business Accounting**  
*Chartered Institute of Management Accountants*
- 2019**     **Bachelor Business Administration**  
*University of Texas, Dallas, TX*



## SKILLS

- Ability to work under pressure** ★★★★★
- Microsoft Office** ★★★★★
- Time management** ★★★★★
- Quickbooks** ★★★★★
- Problem-solving** ★★★★★