**Taro Yamada**

1234 George Street, Sydney NSW 2000, Mobile 0412-345-678, [abc@gmail.com](mailto:abc@gmail.com)

[https://www.linkedin.com/](https://www.linkedin.com/in/tatsuya-maeda-62b18a29/)(自分のプロフ)

**Professional Summary**

I am a dedicated Assistant Accountant with 2 years of accounting experience. I have excellent system and people skills and always provide excellent services to stakeholders.

**System Skills**

* SAP, MYOB system skill (Intermediate)
* Intermediate excel skill

**Professional Experience**

November 2019 – Current

Assistant Accountant – ABC Company, Sydney

ABC Company is part of the world's largest hospitality group and its turnover of approx. $320 million in 2020 and 1000 employees.

Key responsibilities

* Managed variance analysis reports (P&L actual and budget) and commentary analysis reports for department management and boards
* Performed prepayment, accrual and general journals to complete monthly accounts to trial balance and review P&L reports and balance sheets accounts
* Managed banking, advance deposits and online booking funds clearing, R&M, CAPEX variance analysis, other balance sheet accounts reconciliations
* Managed monthly stock takes and reconciliations liaising with managers

Achievements

* Created a consolidated debtors analysis report for 140 restaurants across NSW, QLD and VIC that assists management to review all the debtors.
* Created a consolidated administrative excel file that assists restaurant staff to manage accounting duties such as daily banking, stock takes, purchase orders, invoicing debtors and following up overdue invoices.

**Education**

2016 – 2018

Master of Accounting (GPA: 5.50, Credit average)

Central Queensland University, Sydney

**Professional Membership**

CPA Australia accreditation (Qualified in February 2021)

**Languages**

Fluent in English and Japanese

**Personal Interest**

Running and traveling

**Referees**

Referees will be provided upon request