BIANCA HADDAD

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SUMMARY OF QUALIFICATIONS

- Accountant who likes tidy ledgers and month-ends that close on time.
- Experience across 3 employers, most recently as Accountant at Cedar Accounting.
- Clear with non-finance colleagues.
- Known for clear communication with colleagues and for following work through to the end.

EDUCATION

University of Texas at Austin — **Austin, TX**
BSc Accounting and Finance — *2019*

PROFESSIONAL EXPERIENCE

Cedar Accounting — **Amsterdam**
Accountant — *Sept 2024 – Present*

- Answered budget-holder questions on spending and accruals.
- Prepared payroll journals and checked them against reports.
- Processed supplier invoices and payment runs for 51 suppliers.
- Prepared schedules and answered auditor queries at year end.

Cedar Accounting — **Amsterdam**
Assistant Accountant — *May 2022 – Jun 2024*

- Automated a manual reconciliation in Excel and saved two days a month.
- Reconciled bank accounts and intercompany balances every month.
- Prepared VAT returns and management accounts packs.
- Supported budget holders during the annual budgeting round.

Ledgerline Partners — **Amsterdam**
Accounts Assistant — *May 2020 – Mar 2022*

- Built a cash-flow forecast the directors reviewed weekly.
- Prepared month-end reconciliations and supported the year-end audit.
- Cleaned up the fixed asset register ahead of audit.

INITIATIVES

Month-end checklist

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

Expense policy refresh

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

TECHNICAL SKILLS

General: Xero, Sage, Excel
Languages: English (Fluent)

CERTIFICATIONS

- AAT Level 3
- ACCA (part qualified)

EXTRA-CURRICULAR ACTIVITIES

- Treasurer of a local sports club, keeping the accounts and membership list.
- Member of a community choir.

REFERENCE

Dara Tanaka
HR Director, Holt & Co
Contact: dara@example.com