HAMZA CHEN

hamza.chen23@example.com • +1 512 555 0142 • linkedin.com/in/hamza-chen • Austin, TX, United States

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 Lisbon — **Lisbon**
BSc Accounting and Finance — *2017*

PROFESSIONAL EXPERIENCE

Cedar Accounting — **Austin, TX**
Accountant — *Jan 2025 – Present*

- Prepared VAT returns and management accounts packs.
- Chased overdue customer accounts and reduced debtor days.
- Prepared month-end reconciliations and supported the year-end audit.
- Answered budget-holder questions on spending and accruals.

Cedar Accounting — **Austin, TX**
Assistant Accountant — *Nov 2022 – Oct 2024*

- Cleaned up the fixed asset register ahead of audit.
- Processed supplier invoices and payment runs for 44 suppliers.
- Supported budget holders during the annual budgeting round.
- Built a cash-flow forecast the directors reviewed weekly.

Ledgerline Partners — **Austin, TX**
Accounts Assistant — *Apr 2021 – Oct 2022*

- Prepared payroll journals and checked them against reports.
- Reconciled bank accounts and intercompany balances every month.
- Prepared schedules and answered auditor queries at year end.

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.

RESEARCH & PUBLICATIONS

Lessons from shift scheduling — **2024**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

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

CERTIFICATIONS

- AAT Level 3
- ACCA (part qualified)

EXTRA-CURRICULAR ACTIVITIES

- Member of a community choir.
- Mentor for a school careers programme, helping students with CVs and mock interviews.

REFERENCE

Olivia Sato
HR Director, Holt & Co
Contact: olivia@example.com