**Hector L. Ojeda**

4215 Pike Street

San Diego, CA 92123

Phone: 858-558-4372

Email: hlojeda@example.com

**Career Objective:**

Interested in working as a bank accountant at "Wells Premier Bank," and handle opening and closing of accounts and general financial transactions.

**Summary of Skills:**

* In-depth knowledge of all banking policies and procedures
* Profound knowledge of the legislation and regulations governing the field of finance and commerce
* Proven ability to analyze and evaluate complex financial data quickly and accurately
* Exceptional competence in preparing financial and auditor statements, reports and schedules
* Excellent time-management, analytical, organizational and problem-solving skills
* High level proficiency in using relevant MS applications like Excel and Power Point and operating Access and Visio
* Exemplary written and verbal communication skills

**Work Experience:**

Bank Accountant

City Bank, San Diego, CA

August 2014 - Present

* Deciding the budgetary policies for the bank coordinating with financial experts
* Preparing account statements and submitting to the financial officer and directorate
* Keeping a track of daily and monthly bank transactions and looking into the issues like mergers and acquisitions
* Keeping in touch with the government authorities and providing them the necessary financial information about the organization
* Suggesting ways to the bank management to increase clients
* Preparing financial reports for asset management investments

Bank Accountant

United Bank of San Diego, San Diego, CA

February 2013 - July 2014

* Prepared monthly as well as quarterly financial statements for the bank's transactions
* Prepared and analyzed accounting reports for the internal as well as external management
* Adhered to the set principles of the organization in all the financial transactions
* Prepared bank budget documents and monetary reports at each month end
* Took care of the compliance issues and ensured no notice of fine or penalty is received by the bank
* Helped the bank in attracting investors for various investment projects

**Education:**

* Bachelor's Degree in Accounting  
  ABC University, San Diego, CA  
  2012

**Reference:**

On request.