**John C. Mitchell**

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**Career Summary:**

Dedicated, certified and organized accounting professional with extensive background of working in the accounting field. Adept at understanding client requirements and suggesting appropriate accounting services to them. Ability to perform various accounting functions and meet the target goals. Team player with excellent communication skills.

**Summary of Skills:**

* Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP), and various accounting duties
* Sound understanding of account payable/receivable, reviewing balance sheet, and other financial documents
* Capable of reviewing audit reports, identifying minor/major discrepancies, and recommending alternative solutions to meet company objectives
* In-depth information about the accounting software QuickBooks, Zoho Office Suite, and comfortable with other computer applications
* Ability to understand customer requirements, and build long-lasting relations with the clients
* Effective organizational and leadership qualities
* Strong interpersonal and communication skills

**Work Experience:**

Junior Accounts Manager

Expedia Enterprises, Chicago, IN

December 2016 – Present

* Ensuring quick and effective responses to clients regarding accounting discrepancies to maintain long-term relations
* Coordinating with Accounting Executives and Sales to draft customized marketing plans for key clients for meeting company revenue goals
* Reviewing financial reports, income tax statements, and other documents to identify discrepancies and suggest possible solutions
* Maintaining a smooth daily operation of the accounting department by preparing a schedule of the duties
* Performing detailed review of the processed invoices to ensure accuracy before approving the checks for vendor payment
* Understanding customers requirements and fixing appointment with them through phone calls or emails to inform them about the accounting services provided by the firm

Junior Accountant

Arlyn International LLC, Chicago, IN

April 2014 – November 2016

* Maintained the accrual expense schedules for 100 clients and prepared weekly entries for the general ledger with the help of QuickBooks
* Assisted accounting team with the documentation for internal and external quarterly audits to maintain transparency in the tasks
* Played an integral role in monthly, quarterly and annual general ledger closing process, including performing analysis of the entries
* Maintained accuracy of the monthly financial data by performing reconciliations of balance sheets and income statements
* Followed up outstanding invoices of the clients to ensure timely processing of approvals from senior management for account payable
* Answered mail and phone call to solve doubts regarding inquiries from vendors related to invoices or payments
* Supervised and allocated tasks to accounting interns to ensure timely completion of the project

Accounting Assistant

Rolodex Incorporation, Chicago, IN

August 2012 – March 2014

* Performed journal entries and reconciliations using Zoho Office Suite software
* Took responsibility to sort, match, review, and process invoices
* Managed expense reports and checked requests
* Handled various tasks like calculating payment, sorting mails, and posting accurate transaction entries in database
* Followed company procedures for verifying accuracy of the information and document processing
* Obtained authenticate signatures on invoices, expense reports and checks from the senior officials before entering the data in to the accounts payable system
* Performed routine accounting duties as instructed by the supervisor, and provided administrative support as required
* Coordinated with the accounting team to record and maintain accurate information of tax filing per month

**Education:**

* Bachelor's Degree in Economics   
  DeVry University, Chicago, IN 60606   
  2010

**Certification:**

* Certified Public Accountant, 2012   
  Certified Management Accountant, 2013

**Reference:**

On request.