**Hugh S. Pangle**

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**Career Objective:**

Looking for a retail accountant position at "Adorable Apparel," where my accounting skills and abilities to prepare financial statement along with abilities to assess business trends can help in cost-saving and revenue generation.

**Summary of Skills:**

* Experienced in handling accounting duties of retail environment
* Skilled in preparing and filing tax and financial statements
* Outstanding abilities to manage time, accounting team, and daily general ledger postings
* Remarkable abilities to analyze and resolve financial issues
* Proficient with MS Office suite and accounting software

**Work Experience:**

Retail Accountant

Franklin Brothers Group, Los Angeles, CA

October 2014 - Present

* Evaluating daily accounting activities and finding cost-saving methods
* Making journal entries in the ledger for accounts debited and credited
* Tallying cash in hand at the end of the day shift and planning for bank cash deposit
* Preparing balance sheet and income and loss statement at the end of month
* Preparing financial statements and informing shareholders about the company's financial status
* Handling preparation and filing of tax returns and compliance issues

Retail Accountant

Smith Clothing Company, Los Angeles, CA

March 2013 - September 2014

* Complied, analyzed, and presented reports on financial information
* Made entries of daily business transactions in the book of accounts
* Managed accounts payable as per contract terms with vendors and suppliers
* Monitored and ensured company did not go off the track from compliance guidelines
* Reviewed, researched, and corrected discrepancies in entries and cash in hand
* Contributed in fixing budget for monthly purchase and office expenses

**Education:**

* Bachelor's Degree in Accounting  
  ABC College, Los Angeles, CA  
  2012

**Reference:**

On request.