BURT KEISER

Personal details

Name
Burt Keiser

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(681) 204 7100

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https://www.linkedin.com/in/burt-keiser

Professional Membership

- American Institute of Certified Public Accountants (AICPA) - active member

Enthusiastic, dedicated and focused newly graduated B.Acc. keen to start my accounting career in any suitable position in the corporate sector. Double major - Financial Accounting, Auditing and Taxation (GPA 3.9). Recently registered with AICPA to begin my journey towards obtaining a CPA licence. Experienced in various accounting and auditing software packages. My ambition is to work my way up the accounting pyramid to eventually reach the position of CFO.

Work experience

Bookkeeper Jan 2020
Henderson Pet Supplies, Henderson

Virtual part-time bookkeeping for a startup -

- Accounts payable
- Accounts receivable
- Processing cashbook transactions
- Cashbook reconciliation
- Balancing general ledger accounts
- Producing monthly trial balance

Education and Qualifications

Bachelor of Accountancy Sep 2017 - Jul 2022
Nevada State College, Henderson

Double major - Financial Accounting, Auditing and Taxation
GPA - 3.9

Courses

Fraud Certificate 2022 - 2022
ACAMS

Microsoft 365 (Advanced) 2020 - 2020
Microsoft

Skills

- Microsoft 365
- QuickBooks
- TeamMate
- Detail orientated
- Team work
- Time management
- Communication

References

References available upon request