JASMINKA UDULUTCH

CV

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LinkedIn
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petra-coyle

Focused and detail-oriented senior accountant with BCompt and 10 years of accounting experience. Highly proficient in balance sheet and financial reporting as well as numerous accounting software packages. Implemented a system to identify suspicious credit card transactions prior to notification by financial institutions, which reduced losses by 20% per month on average amounting to about $250k per annum. Looking for a similar role in manufacturing in Ohio due to relocation.

WORK EXPERIENCE

Senior Accountant Apr 2016
Tesla Giga, Sparks

- Monitoring and managing the accounting inbox
- Reviewing accounts payable transactions and gathering supporting documents
- Reviewing credit card transactions and investigating discrepancies
- Preparing credit card coding schedule
- Setting up new vendors and maintaining W-9 and W8-BEN forms
- Entering and reconciling monthly bank transactions
- Preparing 401K accrual, prepaid taxes, interest income/expense schedules
- Preparing and processing journal entries
- Drafting monthly management reports for approval
- Assisting internal and external auditors with queries

EDUCATION AND QUALIFICATIONS

Bachelor of Accounting Science Sep 2008 - Jul 2012
University of Nevada, Las Vegas

COURSES

Cybersecurity Awareness Certificate 2020 - 2020
EIT Digital

SKILLS

Account reconciliations	Expert
Bookkeeping	Expert
Financial reporting	Expert
GAAP	Expert
General ledger accounts	Expert
Month-end close	Expert
Precision & accuracy	Expert
Time management	Expert