***Tyrone A. Doiron***

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**Career Objective:**

Searching the post of an Audit Accountant in an esteemed organization where I could contribute to the progress of the organization using my accounting, bookkeeping and office management skills.

**Summary of Skills:**

* Authorized certification as an accountant by the AICPA
* Profound knowledge of the routine practices prevalent in the field of accounting, reporting and auditing
* Excellent computational skills with a deft hand in operating accounts-related software like Quick books and Vision 5.1
* Excellent oral and written communication skills and interpersonal skills
* Impressive organization, time management skills and keenness to detail
* Ability to take quick and accurate decisions and work independently
* Remarkable ability to comprehend, interpret and analyze financial data
* Excellent problem-solving and analytical skills

**Work Experience:**

Audit Accountant

Franklin Brothers, Burlington, IN

May 2013 - Present

* Working as a head accountant in the audit section and reviewing all financial transactions
* Preparing monthly and quarterly financial statements for the company and fulfilling the formalities related to the tax returns
* Taking stock of the current market trends and suggesting cost-effective measures to the company management
* Keeping the transparency in all the company transactions intact and making a deep study of all the possible facets of audit
* Handling all compliance issues and verifying every minor and major entries of the accounting system
* Supporting in controlling inventory and operational costs by recommending suitable budgets

Audit Accountant

Apex Industry, Burlington, IN

November 2011 - Aprl 2013

* Evaluated the current financial conditions of the organization and performed risk assessment analysis
* Prepared monthly, quarterly and annual financial statements
* Handled official correspondents in the accounts section
* Made sure that the financial transactions are made on time
* Kept the entire accounts and book keeping procedure transparent
* Carried out market analysis and suggested cost-effective initiatives to the management

**Education:**

* Bachelor's Degree in Accounting
Burlington University, Burlington, IN
2010

**Reference:**

On request.