**Robert D. Weems**

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**Career Objective:**

To work as an international accountant for "Cipla Pharmacy," and ensure compliance in overseas financial transaction with my knowledge of international accounting and tax law.

**Summary of Skills:**

* Strong quantitative and qualitative analytical skills
* Excellent communication, interpersonal, and coordinating skills
* Experienced in researching accounting standards and liaising with international staff
* Matured in maintaining confidentiality of accounting information
* Skilled in analyzing complex financial data and draft financial reports
* Excellent leadership, organizational, and multi-tasking skills

**Work Experience:**

International Account

Wilkinson Finance & Accounting Services, Jamestown, NY

October 2014 - Present

* Processing compliance reviews from the International Expense Reports (ER)
* Preparing, maintaining, and updating access database for ERs daily
* Creating the list of all non-compliance issues along with possible resolutions to the same
* Handling issues related to cash reconciliations, advances, prepaid accounts and sub-ledger balances
* Keeping track of the gains and losses in the foreign exchanges and bank fees
* Updating Access database regularly

International Accountant

Phoenix Accounting Services, Jamestown, NY

February 2012 - September 2014

* Handled phone calls and responded to the inquiries of clients about the audits, analysis, reports, etc.
* Assisted local accountants in various accounting formalities
* Assessed various reporting packages and made the necessary changes if any
* Checked and recorded all the international transactions happened during the entire month and got the cash reconciliations done
* Prepared foreign currency exchange sheets and converted local currency into the ones of various countries
* Supervised accounts payable, cash collections, and payroll activities

**Education:**

* Bachelor's Degree in Accounting
Jamestown University, Jamestown, NY
2011

**Reference:**

On request.