DIEGO LIMA

Accounting Clerk

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SUMMARY OF QUALIFICATIONS

* Over 3 years of experience in an Accounting Clerk role.
* Dedicated to the clerical and accounting procedures, with over 8 years of experience in taxes obligations, auditing, book entries, accounts payable, spreadsheets, and transactions using the accounting systems.
* Certified Brazilian accountant by CRC-BA designation (CPA equivalent in Brazil).
* Experience in auditing, proceeding with data entry, bank reconciliations, accounting reconciliations, and supporting book entries on general accounts. Highly skilled in financial reporting, presentation and spreadsheets.
* Fast-paced, punctual, highly organized, team player and problem-solving, with excellent interpersonal, written and communication skills, time management, and ability to work in changing environment.
* Able to manage multiple projects simultaneously, establishing priorities when needed and meeting deadlines.
* Proficient with Microsoft Applications - Excel, Word, Outlook and PowerPoint.

RELEVANT SKILLS

* Self-motivated
* Collaborative
* Multi-tasking skills
* Strong computer skills
* Accounting software experience
* Committed

WORK EXPERIENCE

Tax Auditor Jun 2018 – Jun 2022

Sao Francisco do Conde City Hall | Bahia, Brazil

* Ensured the regularity of taxes obligations, able to handle confidential information.
* Controlled, audited, analyzed and supervised the compliance of taxpayers and developed excellent customer relations.
* Work independently to produce reports, presentations, spreadsheets, graphs and charts from managerial software ADM System/Saatri and Microsoft Excel, Word, and PowerPoint.
* Planned, executed and evaluated tax inspection, analyzed accounting documentation, and met strict deadlines.
* Registered the accounting entry of taxes collected in audit procedures, inspections, and tax reviews.
* Handled taxpayers’ inquiries regarding auditing status and collaborated with the team’s needs.
* Managed incoming and outgoing mail.

Key achievements: collected R$ 1.6k in taxes (equivalent to almost $ 430k) that the companies were not paying correctly due to trustworthy auditing procedures. Additionally, this extra revenue contributed to increasing the basis to calculate the monthly bonus received by all tax auditors by 66% over the years.

Accounting Analyst Nov 2017 - Jun 2018

Bahia’s Gas Company | Bahia, Brazil

* Maintained accounts by verifying, allocating, and posting transactions using managerial software Microsiga/Totvs in this company with changing environment.
* Supported accounting transactions in general accounts, such as accounts payable (payments) and accounts receivable (AR), managing book and journal entries.
* Summarized and prepared financial statements and records for month-end closing reports.
* Performed data integration, wire transfers and daily deposits.
* Analyzed financial applications and bank statements, and proceed with bank reconciliations.
* Used accounting principles to ensure compliance with government filing requirements.

Key achievements: updated the spreadsheet that controls the investments of the company, making it more intuitive and stress-free to fill, saving between 30-40% of the time to execute the task, avoiding mistakes that may lead to incorrect records in books, and promoting continuous process improvement. At the same time, created a tutorial teaching how to manage the related documents.

Accounting Analyst May 2014 - Oct 2017

Bahia’s Urban Development Company| Bahia, Brazil

* Assembled financial reports to the company’s board.
* Collected, analyzed, and summarized account information and documents through Microsoft Word, Excel, and PowerPoint.
* Processed property tax accounting transactions and payments.
* Maintained database complete and up to date.
* Executed general administrative services as required.
* Supported quality of archived records by filing documents.

Key achievements: avoided incorrect payment of at least R$ 800k (equivalent to $ 213k) in Property Tax payable by the company, through focus-detailed analysis and correction of the documents obtained from the government institutions, which were in disagreement with legal taxes procedures.

EDUCATION

Post-Graduate in Accounting and Fiscal Responsibility Law 2016

Candido Mendes University | Rio de Janeiro, Brazil

*Assessed as the Canadian equivalent of a Postgraduate diploma by World Education Services in Toronto, ON*

Post-Secondary Education as Accountant Bachelor 2008

State University of Feira de Santana | Bahia, Brazil

*Assessed as the Canadian equivalent of a Bachelor’s Degree by World Education Services in Toronto, ON*

CERTIFICATIONS

Tax Management and Levying of Taxes | Bahia, Brazil 2019

Leadership | Bahia, Brazil 2016

Business Auditing | Minas Gerais, Brazil 2016

Internal Audit and Controller | Minas Gerais, Brazil 2015