**Patrick Lavoie**

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| Personal information |
| Email address: | PatrickLavoie@gmail.com |  |
| Phone number: | 0310554540 |
| Address: | 4, Rue de Verdun, 71300 MONTCEAU-LES-MINES |
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| Profile |
| Experienced accountant with more than 5 years of experience in general, analytical and tax accounting. Expert in data analysis and problem solving, with great attention to detail and a strong ability to work under pressure. She also has significant experience in personnel management and project supervision. |

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| Professional experience : |
| October 2019 - present | **An accountant****XYZ Company, Paris, France*** Preparation of financial statements
* Payroll management for more than 50 employees, including salary calculations, tax and social declarations
* Supervision of customer and supplier accounting
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| Jan 2017 – Sept 2019 | **junior accountant****ABC Company, Marseilles, France*** Assist the accounting team in the preparation of financial statements and the management of customer and supplier accounts
* Verification and validation of invoices and payments
* Creation and updating of customer and supplier files
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| Jan 2016 – Sept 2016 | **Internship****ABC Company, Marseilles, France*** Preparation of tax documents and tax declarations
* Assistance in monthly and annual closing activities
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| Education: |
| September 2014 - June 2017 | **Degree in Accounting and Finance, University of Bordeaux, France** |
| Jan 2017 – Sept 2019 | **Degree in Accounting and Finance, University of Bordeaux, France** |

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| SKILLS |
| * In-depth knowledge of accounting and tax standards
* Proficiency in accounting and payroll software, such as Sage, Ciel and Payfit
* Ability to analyze financial data and present it clearly
* Excellent communication and people management skills
* Strong organizational and project management skills
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