

# Patrick Lavoie

## Personal information

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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.

## Professional experience :

- |                        |   |
|------------------------|---|
| October 2019 - present | <b>An accountant</b><br><b>XYZ Company, Paris, France</b> <ul style="list-style-type: none"><li>• Preparation of financial statements</li><li>• Payroll management for more than 50 employees, including salary calculations, tax and social declarations</li><li>• Supervision of customer and supplier accounting</li></ul>   |
| Jan 2017 – Sept 2019   | <b>junior accountant</b><br><b>ABC Company, Marseilles, France</b> <ul style="list-style-type: none"><li>• Assist the accounting team in the preparation of financial statements and the management of customer and supplier accounts</li><li>• Verification and validation of invoices and payments</li><li>• Creation and updating of customer and supplier files</li></ul> |
| Jan 2016 – Sept 2016   | <b>Internship</b><br><b>ABC Company, Marseilles, France</b> <ul style="list-style-type: none"><li>• Preparation of tax documents and tax declarations</li><li>• Assistance in monthly and annual closing activities</li></ul>   |

## 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

## 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