

Zamorah Volter

Bookkeeper

Profile

Details

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492-038-5751

10484 West 82nd Avenue, Arvada, CO 80005

I have experience as a bookkeeper and I am very familiar with accounting software. I have excellent organizational skills and attention to detail. I am able to work independently and can meet deadlines.

Employment History

Bookkeeper at H&R Block- Missouri

Feb 2022 - Present

- Increased efficiency in bookkeeping processes by 20%.
- Reduced accounting and bookkeeping errors by 50%.
- Improved communication with clients regarding their finances.
- Introduced new software to the team which increased productivity levels.

Office Manager at Jackson Hewitt- Pennsylvania

Sep 2017 - Jan 2022

- Maintained accurate records of all financial transactions for the company.
 - Completed monthly reconciliations for all accounts to ensure accuracy.
 - Processed invoices and payments in a timely manner.
 - Generated weekly reports detailing company finances.
 - Assisted with auditing processes and preparing tax documents.
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Education

Bachelor's degree in Accounting at University of Michigan, Ann Arbor, MI

Aug 2013 - May 2017

I learned accounting and bookkeeping skills while studying for my bachelor's degree.

Links


[linkedin.com/in/zamorahvolter](https://www.linkedin.com/in/zamorahvolter)

Skills

Bookkeeping



Accounting



QuickBooks



Financial statements



Payroll



Tax preparation



Languages

English



Hindi



Certificates

Certified Bookkeeper (CB)

Dec 2020

QuickBooks Online ProAdvisor (QBOA)

Feb 2019

Xero Certified Partner

Mar 2017