



Naziyah Yong

Staff Accountant

Dedicated Staff Accountant with 1 year of experience in financial reporting, general ledger management, and reconciliation. Proficient in utilizing accounting software and maintaining strong attention to detail. Demonstrated success in streamlining processes and supporting team initiatives. Committed to ensuring accuracy and compliance with accounting standards and regulations.

naziyah.yong@gmail.com 

(223) 571-0411 

123 Maple St, Kansas City, MO 
64108

Education

Bachelor of Science in Accounting at University of Missouri, Columbia, MO

Aug 2017 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Auditing, Taxation, Cost Accounting, Accounting Information Systems, Corporate Finance, Financial Analysis, Business Law, and Economics.

Links

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

Skills

QuickBooks proficiency

Excel mastery

Financial analysis

Tax preparation

Budgeting expertise

Payroll management

Auditing abilities

Languages

Employment History

Senior Staff Accountant at BKD CPAs & Advisors, MO

Mar 2023 - Present

- Successfully managed a portfolio of over 50 clients, ensuring timely and accurate financial reporting and tax compliance, resulting in a 98% client retention rate.
- Streamlined the month-end close process for multiple clients, reducing the average time taken by 30% and increasing overall team efficiency.
- Identified and implemented cost-saving measures for clients, resulting in an average annual savings of \$100,000 across the portfolio.

Staff Accountant at RubinBrown LLP, MO

Sep 2022 - Feb 2023

- Successfully managed a portfolio of 50+ clients, resulting in a 98% retention rate and contributing to a 15% increase in annual revenue for RubinBrown LLP in Missouri.
- Streamlined financial reporting processes for clients, reducing month-end close time by 30% and increasing overall efficiency of the accounting department.
- Identified and resolved over \$500,000 worth of discrepancies in client financial statements, leading to improved accuracy and trust in financial reporting.

Certificates

Certified Public Accountant (CPA)

Oct 2021

Certified Management Accountant (CMA)

May 2020

Memberships

American Institute of Certified Public Accountants (AICPA)

Institute of Management Accountants (IMA)