

JEFF FOTSO

1280 ST JACQUES, MONTREAL, QC, H3C 0G1, APT 1002

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EDUCATION

2016

Completed US CPA Exam

Financial, Audit, Business and Regulation

2014

Bachelor of commerce, Accountancy

John Molson School of Business, Concordia University, Montreal, Quebec
Financial Reporting 1 AND 2, Cost accounting, Income and Corporate Taxation, Auditing and advanced assurance services, accounting for not for profit Organizations, Entrepreneurship, Strategy, Marketing, Finance.

2011

Attestation d'études Collégiales (A.E.C)

Herzing College, Montreal, Quebec

WORK EXPERIENCE

September 2019 – Present

Manager

Easy Grade LTD, Toronto/Montreal, QC

- Supervision and Evaluation of Customer's Satisfaction
- Customer Service Supervision
- Accounting and Bookkeeping
- Sales Target
- Administrative Assistant to Directors
- Market Research and Prospecting New Clients
- Staff Supervision and Evaluation
- Zoom Meeting coordination

August 2018 – August 2019 (Full-time)

Associate US Tax

PWC, Montreal, QC

- Corporate Federal and State income Tax Compliance
- Tax research at the federal and state level
- Work paper and Tax return preparation
- Provide Assistance to Members on Tax related issues
- Importing, preparing and organizing clients Financials
- Coordinating, organizing and scheduling team meetings
- Mastering of Tax and accounting software

April 2017-July 2018 (Full-Time) **Accounting tutor / Accountant**

Easy Grade INC, Toronto/Montreal, QC,

- Prepare course materials for tutors
- Tutor crash courses for financial accounting
- Help customers make purchases with their credit card
- Gained entrepreneur and leadership skills
- Plan, schedule and manage tutor
- Accounting and bookkeeping
- Invoicing Customers Based on Time
- Setting Up Employee Payroll Information
- Entering and Writing Paycheques
- Tracking Payroll Liabilities
- Paying Payroll Taxes
- Account reconciliation with suppliers and service providers
- Trial balance account reconciliations and analysis
- Journal Entry preparation
- Assist in annual audit and verification
- Ability to deal with priorities modifications and time pressures;
- Effective communication and interpersonal skills;
- Effective time management, multi-task handling and problem solving skills;
- Professionalism, thoroughness, punctuality, reliability and tact;
- Cross-cultural awareness.
- Bank Reconciliations
- Credit Card Reconciliation and posting
- Journal Entry preparation and posting
- Expenses report Verification
- Assist in financial statement preparation
- Prepare monthly budget versus actual reports
- Processing Invoices

Credit Card Specialist

April 2016 – April 2017 (full time)

TD Canada Trust, Montreal

- Credit card applications
- Credit card advice and recommendations
- Analyze and evaluate customers financial situations and provide them with credit cards that will help them best save money
- Calculation of credit card payments, interest and fees and inform customers of the due date
- Assist customers with online banking, credit card mobile application, spending application and payments
- Book appointments at the bank for recommended financial products
- Gained leadership skills by leading new hires

- Improved communication skills

2015 (March 2015- September)

Account executive

Pivotal Payments, Montreal

- Identify and solicit potential clients, assess client's need and recommend the appropriate solution
- Develop customer relationships with key decision makers
- Develop proposals as part of sales presentations to illustrate benefits from use of products and services
- Negotiate, prepare and follow up on contract agreements.
- Consult with clients after sale to resolve problems and provide a warm handoff to sales support.
- Effectively manage CRM (customer relationship management- internal sales database) and track the status of leads

2014 (Nov-March 2015)

Sales Agent

EVO Canada, Montreal

- Selling social media Optimization services to EVO Clients
- Selling Search Engine Optimization to EVO Clients
- Helped EVO Clients with their online advertising needs
- Provided Monthly reports on how good their company was doing as a result of our online advertising services
- Improved my team working skills
- Improved communication skills.

2014 (Contract Job)

Customer service Support

Teleperformance, Montreal

- Gained proficiency with Apple IOS products
- Assisted customers with their IOS technical problems
- Help customers make purchases with their credit card
- Team player skills improved
- Gained communication skills

2011-2013 (All summer)

Property Manager

C.I.S, Paris, France

- Made sure rent was paid on time, rent payments reminder mail
- Ensure the cleaning of the building
- Called for renovation when necessary
- Maintenance and replacement of property
- Reconcile cash in book with cash in bank account

SKILLS

- **Language:** French (Native), English (Fluent, written and spoken), Spanish (Spoken)
- **Computer:** Microsoft: Word, Excel, PowerPoint
- **Excel:** **Intermediate**
- **QuickBooks:** Intermediate
- **Simple Accounting:** Intermediate
- **Bookkeeping:** Good Knowledge
- **U- File:** Intermediate
- **Caseware** Advanced
- **Go-Systems** Advanced
- **OneSource** Advanced

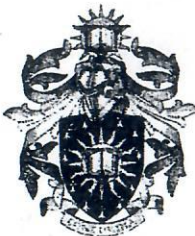
HOBBIES AND INTERESTS

- Travelling
- Soccer and martial arts
- Movies, music and Politics

Concordia University

Montreal

Canada



It is certified that

Jeff Hotzo

having completed the required course of study and having complied with all other requirements of the University, is hereby admitted to the degree of

Bachelor of Commerce

Major Accountancy

In testimony whereof, we have affixed our signatures and the seal of the University this sixteenth day of May, 2014.

CERTIFIED TRUE COPY

DATE: December 12/2014

SIGNATURE: Kisq Crittenden

Bram Freedman
SECRETARY GENERAL

[Signature]
DEAN

Bradley Jim Hubert
UNIVERSITY REGISTRAR

[Signature]
CHANCELLOR

Alan Raymond
PRESIDENT

CPA Examination Services

150 Fourth Avenue North • Suite 700 • Nashville, TN 37219-2417 • Tel 615/880-4200 • Fax 615/880-4225 • Web www.nasba.org

Date: 3/23/2016

JEFF FOTSO Sr
777 Robert Bourassa
Apt 720
Montreal, Quebec H3C 3X7
CANADA

Jurisdiction ID: MT-00777125

National ID: 000000000640961

Dear Mr. Fotso:

On behalf of the Montana Board of Public Accountants, we congratulate you on passing all sections of the Uniform CPA Examination. Your passing scores are as follows:

SECTION	SCORE	TEST DATE
Auditing & Attestation.....	76	07/21/2015
Business Environment & Concepts.....	75	08/31/2014
Financial Accounting & Reporting.....	75	11/30/2015
Regulation.....	76	02/25/2016

Successful completion of the Uniform CPA Examination is not the only requirement for licensure and/or certification as a CPA and does not qualify you to use the CPA designation in any form unless authorized by the Montana Board of Public Accountants.

Please visit the NASBA Licensing website at www.nasba.org/licensure/nasbalicensing/ for additional information regarding the licensure application process

Best wishes for success in the profession!

Sincerely,

CPA Examination Services

To the Human Resources Department

**Subject: Spontaneous Application for an Accounting / Bookkeeping Position
(Remote/work from home)**

Dear Sir or Madam,

It is with great interest that I am submitting my application for consideration and review for an Accounting or Bookkeeping position in your company. I believe that my extensive background as well as my experience will enable me to offer a valuable contribution to your company. Enclosed is my resume, which provides a more in-depth view of my skills.

I hold a bachelor's degree in commerce, option Accounting from Concordia University and I completed my CPA exam.

I am a team player with excellent communication and technical skills. I am also a very detail-oriented individual and believe that every job requires a strong dedication to duty and commitment to ensure that it is carried through completion. As a result of this mindset and work ethic, I have been fortunate enough to hold different positions in Accounting and Administration in a few companies, constantly striving to learn more and achieve the goals of the companies.

I have developed exceptional and proven skills in preparing journal entries, financial reports, bank reconciliations, tax return documents, preparing payrolls and balances on time. I have also achieved corporate recognition by administering an overall management by organizing and planning tasks.

Comfortable in collaborative and independently driven roles, I am an organized and motivated professional with refined analytical, problem-solving and critical thinking skills and I can adapt comfortably to meet evolving priorities and emergent issues. I speak English, French and Spanish fluently and I have a strong command of several software platforms (Microsoft Office Suite: Word, Excel, PowerPoint, Simple Accounting, QuickBooks, Caseware, OneSource, Go-Systems, etc.)

Since the Covid-19 Pandemic, I have been able to adjust to a remote/work from home style which matches well with my daily schedule, lifestyle, and productivity. This switch has made me more productive, stable and suits my work/life balance and exercise routine. With the upcoming technologies, artificial intelligence and how meetings are effectively run on zoom, I believe it is an effective adaptation to the future job market.

I am enthusiastic about the possibility of joining your team and I am confident that my abilities and background would make me an asset. I thank you in advance for considering my application and I would very much like an opportunity to having a zoom meeting to discuss my application further.

Sincerely,

Jeff Fotso

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