LUIS MANUEL CURIEL ROJAS

1071 Prado Place ▪ Windsor, ON Canada ▪ N8S 2H6
lmcr-94@hotmail.com ▪ (705) 500-0893

SUMMARY OF SKILLS & QUALIFICATIONS

- Experience with multiple accounting software: QuickBooks, Sage 50, Salesforce, Thomson Reuters
- Advance proficiency with Microsoft Office Products specially with Excel and SharePoint
- Excellent time management skills, manage A/R of multiple companies at the same time
- Demonstrated organizational, administrative and communication skills: scheduled and filed tax returns of 100+ people per tax season
- Ability to create/modify ad hoc reporting templates for upper management decision making
- Proven efficacy working in teams and individually
- Excellent analytical abilities to resolve difficult situations
- Advanced communication skills
- Bilingual fluency: English and Spanish

WORK EXPERIENCE

- **Human Resources Assistant**   June 2022 – July 2025
  Canada Revenue Agency
- **Accounting Clerk**   March 2022 – June 2022
  Canada House Wellness Group Inc.
- **Renovation Technician**   April 2021 – March 2022
  Simply Renovate, Barrie, ON, Canada
- **Local Tax Consultant**   December 2020 – April 2021
  FBC, Barrie, ON, Canada
- **Finance – Inventory Control Associate**   September 2019 – December 2020
  The Source, Barrie, ON, Canada
- **Administrative Assistant**   January 2012 – December 2017
  Juguetes y Salvavidas Sunrise, Guadalajara, Mexico

EDUCATION

- **Business - Accounting Co-op Diploma**   January 2018 – August 2019
  Georgian College, Barrie, ON
- **Bachelor in Financial Management**   August 2012 – May 2016
  Monterrey Institute of Technology and Higher Education, Guadalajara, México
- **Data Science and Machine Learning Certificates**   July 2025 – Present
  University of Toronto Data Sciences Institute
- **Google Cybersecurity Certificate**   January 2023 – October 2023
  Coursera – Online Certificate
- **WYWM - With You With Me certificates:**   January 2022 – December 2022
  Data Foundations (30 Hrs), SQL for Data Analysis and Development (15 hrs), Data Analysis with Excel (50 hrs), Reporting with Power BI (30 hrs)

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Tax and Accounting:

➢ Monitor journals, accounts to verify accuracy, post adjustments, provide account analysis and report discrepancies and relevant information in a timely manner.
➢ Data entry and accounts reconciliation in QuickBooks, Sage 50, Salesforce, Thomson Reuters, Oracle, Peoplesoft and other accounting software
➢ Confirm account information was processed accordingly and in a timely manner
➢ Generate/Consolidate financial statements and intercompany accounts
➢ Collect taxpayers (personal, small business, farms and sole proprietors) financial/accounting information for year-end tax process, enter data into the system, analyze results, disclose results with clients and file final tax returns

Administration:

➢ Monitor inventory transactions, transfer cost variances, and other similar transactions which impact the inventory's carrying value.
➢ Internal auditing procedures as: periodical cash review, inventories, A/R & A/P and detailed focus on bank reconciliations
➢ Execute, update, and create regular and ad hoc reports for internal and external use, with a strong focus on analytics and product escalation.
➢ Investigate and resolve incoming issues/concerns in a timely manner
➢ Developed excel templates for Key Performance Indicators

Financial Analysis:

➢ Monitor contractual covenants for loans on a timely basis and propose action if necessary
➢ Analyze and determine the accuracy and completeness of transactions, investigate discrepancies and make the necessary adjustments to resolve errors before processing refunds or adjustments.
➢ Create detail reports and interactive dashboards from raw data for management decision making
➢ Complete account reconciliations for assigned account(s) on a timely basis
➢ Verify financial information for further analysis: journal & ledger accountability, comparison between accounting notes and audited statements
➢ Analyze private firms' financials and confirm credit viability, risks, and solutions to actual and future financial problems that would affect the audit

Information Technology:

➢ Analyze and determine the accuracy and completeness of data/transactions, investigate discrepancies and make the necessary adjustments to resolve errors before processing refunds or adjustments.
➢ Develop, organize, and deliver ad hoc refresher excel training sessions which benefited the whole team
➢ Generate reports that could be used for detailed analysis for upper management reporting