**First Name Last Name**  
301, Hudson Street, New York, NY 22110  
alice\_an@example.com  
(123) 344 - 1199

**OBJECTIVE:**

To work at the post of an Accounting assistant and enhance my knowledge of accounting with practical experience

**KEY SKILLS:**

* In-depth knowledge of the accounting principles, book-keeping practices and taxation policies
* Ability to communicate effectively and coordinate work with other staff members for day to day activities
* Proficient to focus on the minute details of the transactions and ascertain high level of accuracy in compiling financial data
* Excellent in performing arithmetical calculations required for handling the accounts concerned
* Aptitude to analyze data for better understanding and to find out discrepancies in calculating or posting the data in accounts books

**EDUCATIONAL QUALIFICATIONS:**

* Bachelor's in Accounting,  
  New York University, 2006
* Diploma in Accounting  
  New York University, 2002

**WORK SUMMARY:**

**ABC Inc, New York**  
Accounting Assistant  
January 2009 - till date  
Responsibilities:

* Receive invoices or bills from vendors, get them sanctioned and arrange for payments through checks or bank transfers
* Collect the necessary information and the source documents related to the financial transactions from the concerned people in the organization to update the financial statements daily
* Keep a record of the payroll accounts and consider a worker's total working hours, deductions and increments to compute the total amount of salary payable to the workers of the organization
* Maintain petty cash book and authorize payments done by cash by making entries under appropriate account head of the book.
* Submit monthly reports regarding the expenses and cash book balances

**XYZ Inc, New York**  
Jr. Accounting Assistant  
September 2007 - December 2008  
Responsibilities:

* Make entries of the financial transactions of the organization and get them checked from seniors
* File and maintain a record of various supporting documents sent and received by the organization for reconciliation purposes
* Receive sales and purchase reports and note the amount of sales / purchase returns by recording the corresponding entries. Also, compute the amount of goods in stock and add it to the assets accounts
* Prepare and send notices to debtors for remittance of bills.
* Assist in designing and implementing internal budget control measures and send report about its effectiveness

**COMPUTER SKILLS:**

* Ability to work with accounting software like QuickBooks, Quicken and Peachtree
* Acquainted with Ms Word, MS Excel, spreadsheet, MS Outlook, SAP

**ACHIEVEMENTS:**

* Achieved first prize for a project on 'International accounting practices' from New York University in the year 2006

**REFERENCE:**

Renee Meyer

Accounts Manager,

ABC Inc, New York

Email id: renee\_m@example.com

Contact no: 123 - 333 - 1177