

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