|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | |  |  | | |  |  | | |  | | |
|  |  | | **[YOUR NAME]**  **Accountant**  Address, City, ST ZIP Code | Telephone | Email  Website: wordexceltemplates.com | | | | | |  | | --- | | SOCIAL | | Facebook/yourid | | twitter/yourid | | plus.google.com/yourid | | linkedin.com/yourid | | | | |  | | |
|  |  | | |
|  |  | | |
|  | Expert in finance and accounting with the experience of more than 10 years. Completely experienced in developing the short and long term budgets for the firm and can contribute passionate in the development of the firm. Aimed at increasing the productivity and compliance. Actively works in various account related departments of the firm to manage the procedures of accounting and finance. | | | EducationDegree |Date Earned | School  * Major: Click here to enter text * Minor: Click here to enter text * Related coursework: Click here to enter text | | | Degree |Date Earned | School  * Major: Click here to enter text * Minor: Click here to enter text * Related coursework: Click here to enter text | | | |  | | |
|  | KEY SKILLS/ Objectives: My key skills/ objectives are:   * To develop high quality corporate skills for carrying out different accounting procedures * To design expense reports for the firm * To polish my skills so that I can work as a professional chief accountant in any corporate * To fulfil all those job responsibilities that I have been assigned  Core competencies:  * A detail oriented individual * Excellent abilities of communication * An active problem analyser and solver * Proficient in use of MS Excel, PowerPoint, Visio, Word, MS Access and, data manipulation * Complete knowledge of GAAP (generally accepted accounting principles * Strong knowledge of accounting and auditing   **Technical skills:**   * Can prepare best financial policies of the firm * Able to perform budgeting and all financial operations * Oversee the cash flow of the company and can also devise some ways to forecast cash flow | | | | Work experience: I have worked as accountant in ABC corporation from September 2011 to date  My key roles in this job are   * Responding the all the inquiries received from the federal agencies of the company * Training the new accounting and assessing their performance before awarding annual appraisals * Calculating the tax that the company must pay in the given amount of time and preparing the tax statement to be presented before the federal agencies * Conducting the internal checks so that the discrepancies in the auditing can be removed * Preparing the annual tax statements as well as filed tax statements. * Developing and implementing the scheduling in the company  Job Title | Company | Dates From - To  * This is the place for a brief summary of your key responsibilities and most stellar accomplishments.  Job Title | Company | Dates From - To  * This is the place for a brief summary of your key responsibilities and most stellar accomplishments.  Communication  * You delivered that big presentation to rave reviews. Don’t be shy about it now! This is the place to show how well you work and play with others.  Reference On demand | | | | | | | |  | | |
|  |  | | |
|  | | | | | | | | | | | | | | |