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|  | [Your Name] **Accountant**  Address, City, ST ZIP Code | Telephone | Email  Website: wordexceltemplates.com | |  |  |
|  | A talented and certified accountant with experience of more than 6 years in field of accounting. Experienced in working on ledger processes, reconciliations of accounts and in streamlining accounts. Seeking to increase the accounting experience and to work as manager in any accounting department where new skills can be adopted and existing skills can be polished. | | |  | | |
|  | Work experience: **Accountant:**  ABC Corporation from October 2012- Present   * Worked with honesty in all the areas of responsibility * Prepared many financial reports while working with whole finance team of my company * I perform analyses of the reports presented to me and communicate those analyses with the other managers of the company * Also, perform corrections of the accounting record to make sure that all the accounting record is accurate. * Very resourceful and enthusiastic in completing the project. * Keep good and understanding relation with my customers. * Perform payable functions of accounts related to construction expenses. * Coordinate with payroll functions of all the employees of the company * Excellent verbal and written communication skills and proficient in English   **Account payable clerk:**  XYZ Corporation from February 2007-2009   * Created budget for company and forecasted the budget * Prepared accounts for company and checked the tax details for auditing * Prepared many financial reports for company * Recorded all the company expenses and continuously monitored them  Skills & AbilitiesManagement  * Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a click, on the Home tab of the ribbon, check out Styles. | 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  Objectives: My objectives are:   * To monitor and maintain the annual reports of my company * To manage the accounts and tax details of the company * To keep the accounting details of the company up to date  **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.  Leadership Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You’re a natural leader—tell it like it is! | |  |
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