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| https://www.latestresumesample.com/wp-content/uploads/2016/10/images.jpg  Email :  XYZ  Mobile: 0000  Post: **junior Accountant, Clark Accountant, Hospital Accountant, Restaurant Accountant, Mall Accountant, Receptionist Cum Accountant, Store Accountant.**  **Objective :** To pursue a highly rewarding career in a challenging Accountant position where I can utilize my existing skills and knowledge efficiently and also for further organizational growth.  **Work History**:  **Accounts Officer at Method Group.**  **Roles and Responsibilities**   * Preparation of day to day A/P and A/R, petty cash and payroll. * Inter branch accounting transaction, entries regarding cash book, journal through core banking. * Transaction accounts, mortgages and payments both systematically and manually.   **Accounts And Office Administrator at a Gaming Hub (2010 – 2011)**  Roles and Responsibilities   * Accounts and Book keeping * Managing accounts, cash, office, and customer service. * Software and Hardware installation, updating.   **Educational Qualification.**  **Master of Business Administration** (MBA) from Mahatma Gandhi University, Kottayam, Kerala, India  **Bachelor of Commerce** (B.Com) from Kerala University, Trivandrum, India  **Personal Skills**   * Good all round Financial Accounting knowledge. * Multi-task efficiency, corporate banking and finance. * Confidentiality, time management, deadline and detail oriented.   **Technical Skills**   |  |  | | --- | --- | | Operating Systems Business tools and software’s. | Windows XP/7/8 | |  | MS Power Point, MS Excel, MS Word, Tally ERP 9, 3ds Max[Animation] Muthoot Soft and CBS[company software] | | Computer technical’s | LAN installation, Hardware assembling. |   **Personal Details**   |  |  | | --- | --- | | Name | XYZ | | Date of Birth | 15-04-1990 | | Phone number | 00000 | | Email ID | XYZ | | Address | Hor Al Anz, Deira,Dubai. | | I speak | Malayalam, English, Hindi | | Nationality | Indian | | Passport No: Visa status | Visit Visa[90 days] |   **Declaration,**  I xyz hereby declare that, the above statements made by me are true to my knowledge experience and belief | | |  | Accountant Resume Sample |
| Experience [Dates From]–[To]  [Job Title]**•** [Job Position] **•** [Company Name]  [Dates From]–[To]  [Job Title]**•** [Job Position] **•** [Company Name]  [Dates From]–[To]  [Job Title]**•** [Job Position] **•** [Company Name]  [This is the place for a brief summary of your key responsibilities and most stellar accomplishments.] Education [School Name], [City, State]   * [You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.]  Communication [Want to put your own image in the circle? It is easy! Select the image and do a right mouse click. Select “Fill” from the shortcut menu. Choose Picture… from the list. Navigate your computer to get the appropriate picture. Click okay to insert your selected image.] Leadership [Once your image has been inserted, select it again. Go to the Picture Tools Format menu. Click on the down arrow below “Crop” and select “Fill” from the list. This will auto adjust your image to crop to the image. You can click and drag your image to place it appropriately.] References [Available upon request.] |
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