

**Your Name**

**email@address.com.au**

0400 000 000

99 Example Street, Example Town, Example City, 2000

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**PERSONAL STATEMENT**

I'm an experienced Accountant looking for a new opportunity within a large or small operation in Adelaide.

I have previous experience in corporate accounting and small business accounting.

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**Technical Skills**

- o Outlook
- o Word
- o Excel
- o PowerPoint
- o Access
- o Sage Line 50 Financial Controller
- o Client Manager
- o Payroll Bureau

**Certificates**

- o Association of Chartered Certified Accountants (ACCA)

**Memberships**

- o National Institute of Accountants (NIA)
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**EDUCATION**

- o University Of Example Town  
BSc **Accounting & Finance** (2:1)
- o Example College  
HSC – **Math's** (A), **Business Studies** (B), **ICT** (B)
- o Sydenham School  
SC including **Math's** (A), **Business Studies** (A), **English** (A)

**EMPLOYMENT****Financial accountant**

ABC Banking worldwide | Perth

MM-YY > MM-YY

**Achievements**

- o Established and maintained an effective system for analysing and reporting on operating and capital expenditure over 6 countries.
- o I Deal with a turnover of over £25 million per year

- I prepared revenue budgets, forecasts and plans Marketing Managers

**Assistant Accountant**

One Global | Darwin

MM-YY > MM-YY

**Achievements**

- I was in charge of the reconciliations for 3 large bank accounts
- I recovered £2.1 million in outstanding debts from clients.
- Worked successfully with lead 3 junior accountants in completed two quarter end close procedures in extreme deadlines.

**Accountants Assistant**

Accounts Global | Brisbane

MM-YY > MM-YY

**Achievements**

- I produced the Monthly bank reconciliations of the 8 bank accounts posting all transactions to the ledgers.
- I was in charge the company petty cash during my time Accounts Global
- I dealt with the weekly payments 200 suppliers.
  - Fortnightly staff Expenses
  - Fortnightly payment of invoices for groups overseas companies

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**PERSONAL INTERESTS**

Shopping | Traveling | Reading | Golf | Table Tennis

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**REFERENCES**

References are available on request.