# Contact Info

|  |  |
| --- | --- |
|  | 555-555-5555 |
|  | email@myemail.com |
|  | 1 Street, City |
|  | Linkedin.com/in/name |

# work EXPERIENCE

**Accountant Director**

Organization, City, Country  
Month/Year - Month/Year

**Junior Accountant**

Organization, City, Country

Month/Year – Month/Year

**Administrative Assistant**

Organization, City, Country  
Month/Year – Month/Year

# Education

## Enter Degree/Diploma Here (e.g. BA) in (Subject)

University, City, Country

Month/Year – Month/Year

Any additional details, e.g. Dean’s List, Scholarship Awards

## Enter Degree/Diploma Here (e.g. BA) in (Subject)

University, City, Country

Month/Year – Month/Year

Any additional details, e.g. Dean’s List, Scholarship Awards

# ACHIEVEMENTS

## Awards

**Destinctions**

# Area of expertise or experience

Accountant / Financial Manager, with diversified public accounting, tax preparation, and financial management experience, seeks a position in financial management.

# SUMMARY OF QUALIFICATIONS

* 5 years of experience working and volunteering in hospitals and retirement living facilities.
* Master’s degree in public accounting.
* Able to plan, coordinate, and monitor tasks and projects from conception to completion, and oversee tax planning activities, etc.

# current job activities

## Direct the activities of semi-senior and staff accountants in the conduct of certified audits.

## Participate in the transition from a manual to a computerized billing system resulting in a more efficient operation.

## Reviews audit results and confers with the management of client companies regarding financial and operational weaknesses.

## Assume financial management responsibility for a client in the real estate construction business. In charge of designing and implementing all internal systems, recruiting, hiring, and training personnel, and converting an existing manual system to an automatic one.

## In charge of reviewing the company's financial results and making appropriate recommendations.

## Responsible for computerizing all financial systems (accounts payable, receivable, general ledger, payroll), etc.

## Monitor daily operations along with the general management and vice director.

# Memberships &Other Interests

This is a valuable place to add if you are a member of the accounting association or any community or volunteer work or if you belong to any social club or organization in the community.