**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.

#### **Technical Skills**

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

**Certificates**

* Association of Chartered Certified Accountants **(**ACCA)

**Memberships**

* National Institute of Accountants (NIA)

**EDUCATION**

* University Of Example Town  
  BSc **Accounting & Finance** (2:1)

##### Example College HSC – **Math’s** (A), **Business Studies** (B), **ICT** (B)

##### Sydenham School SC including **Math’s** (A), **Business Studies** (A), **English** (A)

##### **EMPLOYMENT**

**Financial accountant**

ABC Banking worldwide | Perth  
MM-YY > MM-YY

Achievements

* Established and maintained an effective system for analysing and reporting on operating and capital expenditure over 6 countries.
* 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 patty 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

**PERSONAL INTERESTS**

Shopping | Traveling | Reading | Golf | Table Tennis

**REFERENCES**

References are available on request.