

[name]
[number] [street name]
[city], [zip code]
[telephone number]

Summary of Qualifications

- Multi-networked, information-related, cross-cultured.
- Strong communication and rapport-building skills.
- Skilful at processing data and information, keeping records, and tabulation.
- Excellent knowledge in the matters of Finance and Accounting.
- Hardworking, goal-oriented, highly competent and team player oriented.

Education

Bachelor of Science in Accounting

2006

[] University, [city], [state/province], [Country]

Relevant course work:

- Corporate Finance
- Audit & Control

Member of the [] (..... Student Association)

Languages & Skills

Languages: Arabic, Dutch, English fluently & French basic working knowledge.**PC Skills:** Windows 98, ME, 2000 & XP, Vista, Microsoft Word, Excel, PowerPoint, Outlook, e-mail and Internet research.

Experience Summary

[name employer]

2002 – Present

Cashier

Compiled reports, such as cash receipts, customer-bill charges, and sales for accounting and management purposes, or supervised clerical workers preparing reports. Hired and trained workers. Observed checking, billing, and cashiering activities; counted cash; and reconciled charge sales and cash receipts with total sales to verify accuracy of

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transactions.

[name employer]

1999 – 2002

Bookkeeping

Full-charge Bookkeeping and Accounting. Performing full charge bookkeeping and account management through financial statements and assembled documentation for year-end audits and respond to auditors' inquiries.

Duties included, but is not limited to:

- Accounts Receivable and Billing
- Budgeting
- Accounts Payable
- Bank Reconciliation
- General Ledger
- Inventory Control
- Prepared Bank Deposits
- Fixed Assets Analysis
- Automated Payroll
- Financial Account Analysis

[name employer]

1997 – 1999

Accounting Manager

Supervised Accounts Receivable and Accounts Payable department. Provided training to develop and enhance quality customer relations. Ensured and maintained ethical accounting practices. Managed and directed up to twelve associates. Communicated tactfully and effectively with team. Boosted team productivity by approximately 30%. Encouraged high moral, coached new software programs and maintained a resolution-oriented group. Handled escalated issues.