

# Junior Accounting

NAME  
Address  
Phone, Email

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## Career Objectives

To work with progressive and performance oriented organization where I can continuously improve my skills to add more value for my employer & enhance my career development.

## Education/Qualifications

|                      |                                   |
|----------------------|-----------------------------------|
| <b>Qualification</b> | BS, Accounting (Major)            |
| <b>Year</b>          | July 2011                         |
| <b>Institution</b>   | Melbourne Institute of Technology |
| <b>City/Country</b>  | Melbourne                         |

## Experience

### Friendly Grocer (2010-2013)

#### Sales Representative

- Demonstrated responsibility by recording the daily cash flow and verifying it at the end of the day.
- Performed daily inventory review to ensure all inventory was accounted for and to keep store organized.
- Responsible for helping the manager open and close the store, providing customers with assistance and recording the sales into computer system.
- Gained communication skills by interacting with co-workers.

### Big Apple Auto Outlet

#### Customer Sales

- Initiated customer contact, evaluated customer applications and financial criteria and recommended appropriate action to owner.
- Developed options and payment plans for customers to fit their personal budgets; devised creative financing when necessary.
- Hired as first employee of company, an independent local business; recruited to Customer Sales from Maintenance Department.
- Processed down payments, establishing accurate accounting system.

## **Skills & Abilities**

- Computer Skills – Good knowledge of Windows Operating system And Microsoft Office.
- Knowledge of Cash handling.
- Commitment to safe work practices.
- Excellent communication & Interpersonal skills.
- Ability to work in a team environment and unsupervised.
- Commitment to customer service.

## **Interests/Activities**

- Reading
- Listening music
- Watching Television