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Accounting graduate resume

This free sample resume for an accounting graduate has an accompanying [sample accounting graduate cover letter](#) to help you put together a winning job application.

Joseph Maradona

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Career Objective

Recent accounting graduate looking for a position in accounting and finance where I can utilise my skills, put my learning into practice and make a contribution. I am eager to learn, and excited about beginning my career in this dynamic industry.

Education

Bachelor of Commerce Adelaide, SA
University of South Australia
Major: Accounting; Minor: Management
Graduated: 2011

Bachelor of Business Administration Rome, Italy
Università Italia
Graduated: 2007

Key Skills

Communication and teamwork

Able to communicate effectively in a professional business manner and as a member of a team. Strong written and verbal communication skills acquired through study and work.

Ability to meet deadlines and work under pressure

Working while studying a full-time bachelor degree has given me the time management skills to multitask and work under pressure. I am driven to meet deadlines while maintaining accuracy, and have never been late with an assignment.

Enthusiastic, hard-working and eager to learn

Reliable and trustworthy, with a strong work ethic and values. A high achiever; received university study grants every year from 2008 to 2010.

Technical skills

Strong technical proficiency in MYOB (advanced level) and Microsoft Office 2010 (Excel, Access, Word, PowerPoint), with some experience with QuickBooks.

Language skills

Fluent in spoken and written English and Italian.

Employment History

November 2001 – August 2011
Machine Operator, Post-It Engineering

Glenelg, SA

Responsibilities:

- ▶ Achieving daily production targets
- ▶ Checking product quality and adhering to design specifications and international quality standards
- ▶ Training new employees
- ▶ Liaising with management to ensure achievement of daily targets
- ▶ Maintaining occupational health and safety standards

Achievements:

- ▶ Consistently exceeded monthly production targets and maintained an excellent work record

July 2004– September 2007

Bookkeeper/Office Administrator (part-time), Diego's Soccer Camps

Red Harbour, SA

Responsibilities:

- ▶ Performed bookkeeping/accounting duties, including accounts payable and receivable, reconciliations, payroll tax and GST
- ▶ Prepared financial reports, including BAS
- ▶ Managed the database accurately and kept it up-to-date
- ▶ Maintained confidential records and files Created documents, Excel spreadsheets and brochures
- ▶ Managed internal and external correspondence and emails
- ▶ Provided customer service and handled customer queries

Achievements:

- ▶ Kept detailed and accurate accounting records and ensured compliance to current legislation
- ▶ Helped to design and create camp brochures, resulting in cost savings
- ▶ Worked closely and harmoniously with other camp staff

October 2003 – May 2004

Accounting Assistant, Giuseppe's Produce Market

Rome, Italy

Responsibilities:

- ▶ Reported directly to the chief accountant and owner
- ▶ Assisted accounting staff in managing accounts receivable/payable and end-of-month reconciliation
- ▶ Remitted cheques and cash to the bank
- ▶ Made purchases, preparing invoices and keeping track of overdue accounts
- ▶ Maintained confidential documents and records

Professional Affiliations

Passport member of CPA Australia

Interests

Football, photography and espresso-making

References

Francis Dinh
 Manager
 Post-It Engineering
 T: (02) 9888 4444
 E: frank.dinh@email.com

Richard Taylor
 Supervisor
 Diego's Soccer Camps
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