

Entry Level Accounting Resume Example

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Objective:

Manage and maintain financial records and accounting as Entry Level Accountant in a company.

Skills and Qualifications Summary:

- Experienced in auditing procurement documents
- Experienced in maintaining and updating financial records
- Experienced in managing financial system reports
- Experienced in using advance technology
- High accuracy of numeration
- Capable for working in front of computer in a long time
- Advanced tabulation skills
- Fast typing
- Attention to detail and accuracy
- Able to manage multiple tasks

Training Experience:

- Participant on “Business Valuation: Techniques and Application”, held by ERTS Financial Training, 2007
- Participant on “Strategic Asset Allocation and Portfolio Management”, held by ERTS Financial Training, 2006

Working Experience:

Entry-Level Accountant, Smart Company, Idaho, 2008-present
Responsibilities:

- Correct procurement documents
- Make an entry form for each financial transaction
- Collect financial records for preparing reports
- Prepare basic account reconciliations
- Establish research plan according to accounting issues and transactions
- Make basic cooperation with other staff
- Use computer programs for processing financial data