

KATE BUSH

ACCOUNTING ASSISTANT RESUME

Dayjob Ltd, 120 Vyse Street, Birmingham B18 6NF

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Summary

An ambitious, enthusiastic and talented individual with a keen eye for detail and a flair for accounts. Kate is competent in the use of Microsoft Excel, willing to undertake further training and development and possess a real desire to launch her accounting career. She is capable of working within a fast paced & challenging environment, and can make a real commercial impact as well as improve an employers business performance. She is currently looking to work for an employer who offers a modern and friendly working environment.

Academic

Coventry North College	2011 - 2012
Diploma in Business Accounting	Pass
Birmingham South High School	
Maths	2008 - 2011
English	Pass
Geography	Pass
Physics	Pass
Business Studies	Pass
Physical Education	Pass

Knowledge of

Accounting

Account reconciliations
Payroll
Bookkeeping
VAT returns
Purchase orders
Budgeting processes
Accrual accounting

Professional

Data entry
MS Office & Excel
Analysing financial data
Numeracy skills
Credit control
Updating spreadsheets
Numeric calculations

Personal

Team player
Listening skills
Self motivated
Multi-tasking
Setting priorities
Number crunching
Attention to detail

Skills acquired whilst studying

- Organised and able to deal with multiple workloads at the same time.
- Ability to deal with large quantities of financial data.
- Debtor and purchase ledger reconciliation.
- Raising accounts receivable invoices & preparing invoices for payment.
- Accurately and promptly processing documentation.
- Liaising with legal departments, banks and auditors.
- Processing accounts payables invoices.
- Recording all cash activity on a daily basis.
- High level of theoretical knowledge of technical accounting issues.
- Preparing cash journals so that all items are recorded in the correct accounting periods.
- Knowledge of electronic banking systems.

Hobbies

Kate has been bitten by the travel bug and enjoys taking foreign trips to exotic countries. Despite her age she has already visited over eleven countries and has made friends in all of them. She is an avid reader of travel books and is a keen blogger on internet websites.

References

Available on request.