

Assistant Accountant Resume Format

mark.thompsons@xxxxx.com

514-400-0000

4565 Laurier

Montreal, QC H5K 6L2

Canada

Mark Thompsons

Accounting Assistant

Objective

To find an accounting assistant job in a small company

Profile

- 8 years' general accounting experience
- Maintained complete records to balance
- Proficiency in manual and computerized bookkeeping systems
- Thorough, responsible
- Bilingual

Professional experience

2006-2002
QC

Accounting assistant

Company ZZZ,

SSII - Employees: 60 - Sales: CAD\$15 M

Duties:

- Responsible for general office administration and file management
 - Answered requests for legal information from the public
 - Entered and compiled data in electronic databases
 - Organized meetings and conference calls
 - Responsible for payroll, monthly remittances to Revenue Canada and monthly bank reconciliation
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