**JOHN PHILIP I. PINES**

SENIOR ACCOUNTING MANAGER

8100 234 5678

john@email.com

23 Bluedale Street, New York

EDUCATION

EXPERTISE

REFERENCES

SKILLS & HOBBIES

CERTIFICATION

EXPERIENCE

OBJECTIVE

POST GRADUATE DEGREE

March 2008 - March 2010

UNDER GRADUATE

University of Minnesotta

Masters in Accounting

March 2004 - February 2008

University of Minnesotta

B.S. Accountancy

Microsoft Word

Microsoft Powerpoint

Microsoft Excel

Journal Entries

Tax Compliance

Auditing

Mr. Joe Lee

HR Manager

Bank of the People

8100 234 5678

joelee@email.com

I am an individual seeking a Junior Accountant position at a retail

company that will allow me to learn the process, distribution and

sales growth in the corporate world as well as enable me to

contribute to the growth and development of the company.

Bank of the People | March 2014 - present

Senior Accountant

I do ﬁnancial check and all sorts of accounting stuff. I also do

bookkeepings and other ﬁnancial records.

Elumbra Banking | June 2012 - March 2013

Senior Accountant

Serving the people at Elumbra Banking. I do ﬁnancial check and all

sorts of accounting stuff.

Certificate Program in Management Accounting

Certification Division of IMA

March 2011

Blogging

Travelling the world

Reading novels

Swimming

Listening to music

Arts and crafts

Creative

Adaptable

Communication Skills

Organized

MS Ofﬁce

Adobe CS