JOHN JONAS

ACCOUNTANT

8100 234 5678

john@email.com

23 Bluedale Street, New York

OBJECTIVE

EXPERIENCE

CERTIFICATION

SKILLS & HOBBIES

REFERENCES

EDUCATION

EXPERTISE

I am an individual seeking a 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 | 2014 - present

Accountant

Serving the people at Bank of the People. I do ﬁnancial check and all sorts

of accounting stuff. I also do bookkeepings and other ﬁnancial records.

Elumbra Banking | 2012 - 2014

Accountant

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

of accounting transaction.

Certified Public Accountant

Certificate Program in Management Accounting

Certification Division of AICPA

Certification Division of IMA

July 2011

May 2012

Blogging

Travelling the world

Reading novels

Swimming

Listening to music

Creative

Adaptable

Communication Skills

Organized

MS Ofﬁce

Mr. Joe Lee

HR Manager

Bank of the People

joelee@email.com

High School

Bachelor of Arts

Master of Arts

2008 - 2010

2004 - 2008

2000 - 2004

Colorado High School

Locust Court, California

University of Tampa

University of Lowa

Microsoft Word

Microsoft Powerpoint

Microsoft Excel

Journal Entries

Auditing

Account Paybles