

Curriculum Vitae

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Personal statement

I am a second year Accounting and Business student at Leeds Trinity University who is aspiring to be one of the best Chartered Accountants in the world. I am a hard working person who is self-motivated and determined by nature who gives her ultimate best to anything she is assigned with. I have extensive written and verbal communication skills and work well under pressure. I always ensure attention to details in all aspects of work and I believe that I will make an excellent member of your team.

Key Skills

- Commercial Awareness: Due to my passion for Accounting and Finance I have opened up to going to seminars and meeting with some business minded people which has giving me the opportunity to ask them how most cooperation runs.
- Communication skills: My ability to speak 4 local languages and 2 international language makes me comfortable when dealing with clients.
- Leadership: In high school I was the class representative who stood on behalf of my classmates to talk to the principle.

Education

Bradford College

(2013 – 2015)

- Level 3 National Diploma in Business
- Level 2 Certificate in Personal Finance

(2012 – 2013)

- 3 GCSEs including Citizenship at grade C and above

All Saints Catholic College

(2011 - 2012)

- 7 GCSEs including English and Maths at grade C and above
- Adult literacy level 2

Work Experience

In 2014, I spent 5 weeks working at PwC in East London, South Africa, spending time in each department (Accounting, Advisory and Assurance). I spent one week with the Manager of each department and shadowed them for meetings and on business trips and completed tasks that I was allocated by the manager. For accounting, I was assigned to assist on a Project involving a Non-Governmental Organization which developed a scheme for lost and found pets which found them new homes when owners could not be contacted. I enjoyed capturing data and preparing a set of accounts for the Project. I also spent two weeks in this department learning how to develop my book keeping skills and establishing appropriate file records. In the Assurance Department I worked with the internal auditors; who were working for another firm in Bhisho about 45 minutes beyond East

London and we had to travel every morning to work there. We were conducting an auditing processes to examine if they met business and accountancy standards. During the second week, I worked with the external auditors. We worked with a Golf Resort which was amazing and my manager asked me to test whether the bank statements and invoices that support their accounts balanced. In the Advisory Department, I was given the task of comparing tariffs and updating records in order to prepare graphs and show how the Government's Urban Housing Project has progressed. The work experience gave me an invaluable opportunity to see various aspects of the profession.

Hobbies & Interests

I love playing tennis and I also love travelling and exploring nature.

References

Available on request.