
abobassam991@gmail.com

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Contact

956, 31st Street
NYC - 10001
United States

Website: <http://cvmkr.com>

Phone: (123) 456 789
(456) 789 123

Objective

Seeking a position as an accountant where extensive experience will be further developed and utilised. Extensive experience to the credit.

Work experience

MyOffice Inc, Boston

October 2005 — Present

Administrator

- Performed general office duties and administrative tasks.
- Prepared weekly confidential sales reports for presentation to management.
- Managed the internal and external mail functions.

DC Systems, DC

March 2003 — June 2005

Accounting Assistant

- Administered online banking functions.
 - Reduced credit period from 90 days to 60 days.
 - Managed payroll function for 140 employees.
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Qualifications

- Certified Public Accountant (CPA)
 - Certified Management Accountant (CMA)
 - Certified Financial Manager (CFM)
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Education

MS in Accounting

September 1997 — September 2001

University of Washington

Obtained the MS degree with GPA 4.0

BS in Accounting

September 1993 — September 1996

Columbia University

Interests

Music, Reading, Painting

References

Mr. Neo, President of Matrix corp.
Email: neo@neo-matrix.com
Phone: +1-234-5678

