

Sample of Resume – Industries and Jobs (Accounting)

Job Title: Account Clerk

Name: Chan Tai Man

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PROFILE

I am self-motivated and willing to face challenges. Having recently obtained my Higher Diploma in Accountancy in the Hong Kong Institute of Vocational Education, I wish to contribute myself in a well-established accountant company in a challenging position.

WORK EXPERIENCE

- 2019-2020
ABC Accountant Company - Part-time Assistant
 - To handle daily accounting statements
 - To provide general clerical support
 - To assist in the preparation of financial and accounting reports

EDUCATION

- 2018-2020
Hong Kong Institute of Vocational Education - Higher Diploma in Accountancy
- 2012-2018
Hong Kong Secondary School - HKDSE: Chinese Language 3, English Language 3, Mathematic 5, Liberal Studies 4, Business, Accounting and Financial Studies 3, Economic 2

PERSONAL SKILLS

Proficiency in the application of common business software (including MS Word, Excel and PowerPoint)

Fluent in Cantonese, Mandarin and English