

Sample Resume - Accounting

David Sze Lee

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Education

- | | |
|----------------|---|
| 2010 – present | Master of Business (Accounting)
Monash University, Caulfield campus, Australia <ul style="list-style-type: none">• Due to graduate July 2012 |
| 2009 | Bachelor of Business and Commerce
Monash University, Sunway campus, Malaysia <ul style="list-style-type: none">• GPA: 3.13, Distinction average |
| 2007 | Monash University Foundation Year
Sunway University College, Malaysia <ul style="list-style-type: none">• High Distinction average |

Scholarships

- | | |
|------|--|
| 2008 | Monash University Malaysia Entrance Scholarship |
| 2007 | Tan Sri Dato' Seri Dr Jeffrey Cheah Entrance Scholarship |

Professional Experience

- | | |
|---------------------|--|
| Dec 2008 - Jan 2010 | Assurance Intern
Pricewaterhouse Coopers, Malaysia <ul style="list-style-type: none">• Responsible for performing audit procedures on selected client accounts• Liaised with clients on specific audit projects |
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Customer Service Experience

- | | |
|--------------------|--|
| Mar 2010 - present | Customer Service Assistant
Nandos - Flinders Street, Melbourne <ul style="list-style-type: none">• Customer service• Accurate cash register operation |
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Voluntary Experience

2011

Support Crew

TeamMonash, Clayton

(for Mothers' Day Classic Run - fundraiser for breast cancer)

- Set up event marquees
- Ran the cloakroom
- Responded to event enquiries
- Leader of cheer squad

2010

Usher

World University Squash Championships

- Showed attendees to their allocated seats
- Responded to questions regarding the venue and facilities

2009

Student Ambassador

Monash University, Malaysia

- Provided directions and information to visitors during the Malaysia Festival event (promotes Malaysia's multi-racial society and culture)

Professional Associations

Current

Student member

- Institute of Chartered Accountants, Australia

Demonstrated Skills

Accounting Expertise

- Taxation – including assessable income; capital gains; GST; FBT, deductions and substantiation; and individual offsets.
- Knowledge of business combinations, consolidations, equity accounting, joint arrangements, accounting for income tax, cash flow statements
- Prepare and complete balance day adjustments, closing entries and internal control systems to allow all final statements and bank reconciliations to be complete

Communication

- Professional client liaison expertise proven during Internship at PWC when explaining audit procedures and requesting necessary information
- Effective negotiation capabilities demonstrated in customer service role when responding to customer complaints
- IELTS Academic overall band score of 8.5; listening 9.0; reading 9.0; speaking 8.0; writing 7.5
- Fluent in spoken and written Malay and fluent in spoken Cantonese

Computer

- Proficient user of Microsoft Office (PowerPoint, Word, Excel)
- MYOB, SAP, ACL

Problem solving and analytical

- Excellent analytical and problem solving skills developed from University research projects
- Demonstrated effective ability to resolve problems throughout Internship when solving complex auditing issues

Teamwork and communication

- Frequently delivery oral presentations for group presentations at university
- Demonstration of strong interpersonal skills in volunteer roles and other extra-curricular involvement including TeamMonash and being Student Ambassador

Referees

Dr Lynda McQueen

Senior Lecturer, Accounting

Monash University

Lynda.mcqueen@monash.edu

Tel: (03) 9905 1234

Matt Daley

Manager

Nandos – Flinders Street

Melbourne

Tel: (03) 9812 0512