**Sample Public Accounting Resume Template by jobz.pk**

Ijaz Khan,

House no.85-D, Street No.4, Satellite Town, Rawalpindi

Pakistan-47000

Mobile Number: 92 313 0000000

Telephone Number: 92 51 000000

**Career Objective**

Specialist in accounting including receivables, payables, payroll, bank reconciliation, tax returns, financial reporting. Bring with me excellent training in Financial accounting and cost accounting with excellent analytical skills of financial data.

**Educational Background**

Certified Public Accountant, 2009

Masters in Business Administration, 2005

Bachelor in Business Administration 2002

**Work Experience**

**2010-Present**: Staff Accountant Manager, Bahrain University, Islamabad

**Responsibilities**

* Designed and maintained entire financial system of the company
* Involved in ensuring cost cutting measures were adopted by company
* Handling multiple project accounts at one time
* Prepared tax returns

**2007-2009**: Payroll and Accounts Manager, Mugual Enterprises, Rawalpindi

**Responsibilities**

* Developed and maintained payroll accounting standards
* Developed financial Policy framework
* Involved in handling multiple accounts

**2003-2005**: Senior Accountant, Dada Bhai Auto Company

**Responsibilities**

* Involved in the intricacies of multiple account accounting techniques
* Consolidated accounts
* Handled multiple client payroll monitoring process

**2001-2003**: Accountant, Shifa International Hospital, Islamabad.

**Responsibilities**

* Maintaining accounts, ledger entries, journal entries
* Bank reconciliation statement and balance sheet

**Skills**

Proficient in MS Word and MS Excel,

Proficient in the latest accounting software

Proficient in Payroll and auditing software

**Achievements**

* Multiple account handling
* Payroll policy development and maintenance