**Sample Staff Accountant Resume Template by jobz.pk**

Farooq Khan

House no.78, Street no.3-D, PWD Colony, Islamabad

47000

Email: [farooqkhan@jobz.pk](mailto:farooqkhan@jobz.pk)

Mobile Number: 92 311 0000000

Telephone Number: 92 51 000000

**Career Objective**

I have about 3 years of supervisory experience; I have relevant experience in manufacturing, processing and chemicals industry. I have implemented various financial procedures and policies and was actively involved in payroll and tax related functions.

**Educational Background**

Masters in Business Administration 2005

B.S in Accounting, 2001

**Work Experience**

**2010-Present**: Staff Accountant, Vitrine Chemicals Ltd, Peshawar

**Responsibilities**

* Set up 40 capital projects, asset evaluation, accounts correction
* Prepared data for audit reports, reviewed and analyzed sales tax payments
* Cost accounts of offshore projects
* Supervised and trained a team of four

**2008-2009**: Financial Accountant, Newsy Milk Produce

**Responsibilities**

* Supervised accounts payable clerk
* Checked production and sales invoices
* Reconciled discrepancies

**2006-2007**: Senior Accountant, Yamsee Industries, Islamabad

**Responsibilities**

* Maintained and reconciled monthly accounts, both payable and receivable
* Prepared financial statements and reports

**Skills**

Proficient in MS Word and MS Excel,

Proficient in accounting software

**Achievements**

* Developed and implemented new financial methods and procedures.
* Multi industry experience
* Handled 20 projects at one time