**Sample Accounting Student Resume Template by** [**cv.jobz.pk**](http://www.cv.jobz.pk/)

Jana ali,

Jinnah market, Norr Wali road,,

Rawalpindi

47000

Email id: jana-ali@jobz.pk

Cell # 0300-0000000

Home phone # 51 457 8787

**Career Objective**

To obtain a creative internship utilizing my skills in creative design, presentation, and painting.

**Educational**

B.S in Accounting, currently pursuing, expected to finish by December 2009

Bachelor of Commerce 2006

**Work Experience**

**2008-Present**: Accounting Clerk, Arif wala Account CO.

**Responsibilities**

* Maintaining basic accounts loss and profit fundamental , book keeping
* Reconciliation of Bank statements
* Invoice entries and cross checking
* Helped in preparing tax returns

**2006-2007**: Accounting Internship in Awara Trading Company.

**Responsibilities**

* Collected bills, checked payments
* Prepared accounting entries
* Generated financial reports

**Skills**

Proficient in MS Word and MS Excel, Accounting Related Software good command.

Excellent researcher using the Internet

**Achievements**

* Meticulously reported various accounting discrepancies that helped the company avoid a major loss