RAJESH KUMAR ACCOUNTS CLERK

Dayjob Ltd, The Big Peg 120 Vyse Street, Birmingham, B18 6NF T: 0044 121 638 0026 M: 0044 121 638 0026 E: info@dayjob.com

PERSONAL SUMMARYAn ambitious student with a strong academic background, excellent communication
skills, and a good working understanding of the breadth of accounts, from ledgers
right through to trial balances. Rajesh is enthusiastic, open-minded and has the
required potential and drive to take any business forward. Apart from being able to
think laterally and act decisively, he has the ability to quickly identify opportunities to
reduce waste and inefficiency. Right now he is looking for an entry level position
with a company like yours, that not only provides a stimulating and challenging
environment, but also opportunities for career growth and promotion.ACADEMICCoventry North College2011 - 2012

ACADEMIC	Diploma in Accounting Practic	ces Pass	
	Birmingham South High Scl Maths English Geography Physics Business Studies Physical Education	hool 2008 - 2011 Pass Pass Pass Pass Pass Pass	
KNOWLEDGE OF	 Using Sage Payroll Expense claims 	Auditing•Processing invoices•Payment runs•	Purchase Ledger Allocating receipts Analysing data
ACCOUNTS SKILLS AQUIRED WHILST STUDYING	 Knowledge of weekly payroll, purchase and sales invoices, VAT and tax returns and bank reconciliation. Quickly responding to queries relating to invoices and payments. General office duties, answering phones, filing and distributing the post. Handling incoming cash and posting it into the relevant bank accounts. Reconciling payments with bills. Checking Purchase Invoices to Delivery Notes. Proficient in the use of computerised accounting systems and spreadsheets. Accurately processing supplier invoices and credit notes. Good keyboard skills, and able to quickly input and manipulate financial data. Ensuring all invoices are validated against relevant purchase orders. Monitoring customer accounts for non-payment and delayed payment. Prepare payments for signature. 		
PERSONALSKILLS	 Good IT systems knowledge and be able to adapt to new procedures quickly. Reliable, punctual, professional and competent. Good numerical & literacy skills & can work accurately within deadlines. Excellent communications skills and able to liaise with customers & suppliers. Updating job knowledge by participating in continued educational. Pro-active and able to multi-task. 		

SELECTEDWorking as a volunteer for a local charity, handling all their bookkeeping duties.ACHIEVEMENTSAt college developed a new accounting system for the Student Union.Written articles about accountancy & had them published by financial websites.

HOBBIES Rajesh is a natural number cruncher and in his spare time enjoys doing activities that involve figures and statistics. He is the secretary of his local Math club, and for his friends and club members he regularly organises quizzes and competitions that involve mathematical activities.



Copyright information - Please read

© This entry level accounts clerk <u>resume template</u> is the copyright of Dayjob Ltd 2012. Jobseekers may download and use this example for their own personal use to help them create their own unique resume. You are most welcome to link to any page on our site <u>www.dayjob.com</u>. However this sample must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this resume template please email: <u>info@dayjob.com</u>.