

Student CV template example

Andrew Howard

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PERSONAL SUMMARY

An enthusiastic, dedicated and versatile young person with an outstanding academic background and excellent at. Highly motivated, reliable with experience of working in a office junior role for a accountancy firm. Currently looking for a career in the financial services sector.

ACADEMIC QUALIFICATIONS

2008-2010 - A Levels - Handsworth College

Subjects and Grades:

Business Studies - A

Mathematics - B

English A

Accounting - B

2004-2008 - GCSE's Josiah Mason Secondary School

Subjects and Grades:

Mathematics - A

Geography - C

English Language - A

Physics - A

Chemistry - B

CAREER HISTORY

PART TIME ACCOUNTANTS CLERK - Company name

March 2010 - present

- Responsible for writing professional letters to clients and suppliers.
- Assisting in producing bank reconciliation statements.
- Answering the phone and dealing with customer inquiries and complaints.
- Attending one a month meetings with senior managers.
- Involved in data entry of important statistical information.
- Sorting and delivering post to individuals.

- Working at the reception desk in the front office and dealing face to face with enquiries.
- Filing invoices and paperwork in relevant folders.
- Attended meetings with the company chartered accountants and clients.
- Prioritizing and sending follow-up letters.
- Helping to organizing rotas and delegate tasks to colleagues.
- Creating mailing lists of potential clients.
- Helping the marketing team to promote the business in campaigns.
- Assisting with proof-reading, copying, packing, posting promotional materials.

KEY COMPETENCIES AND PERSONAL SKILLS

- Quick and accurate keyboard skills.
- Able to work on tasks individually or as part of a team.
- Problem solving.
- Able to focus on accuracy and attention to detail whilst under pressure and against deadlines.
- Proficient in MS Word and MS Excel.
- Ability to deal professionally but firmly with customers, including people older than myself.
- Excellent organizational skills that allow me to multitask effectively.
- Adaptable to working in different locations at short notice.
- Proven ability to understand problems and then develop imaginative and inventive solutions.
- Able to communicate concepts and strategies clearly to colleagues.

REFERENCES

Available on request.

Mobility: Full driving licence

DOB: 1992

Languages: English, German, Spanish