

Öğrenci/Yeni Mezun CV-İngilizce

Name Surname

Address

Telephone

E-Mail

PROFILE:

A Mathematics student who is keen to find a position as a Trainee Accountant. Reliable, trustworthy, numerate and meticulous. Worked for a firm of chartered accountants last summer and gained a good understanding of what is required of an accountant. Able to work on own initiative or as part of a team and can deal with administrative duties competently

EDUCATION:

2013 – 2016 BSc (Hons) 4.1 (expected) in Mathematics at the University of Moscow.

2001 - 2008 Anatolian High School.

EXPERIENCE:

Summer 2010 XYZ

Administrative Assistant

A vacation job working for a large firm of accountants. Responsibilities and achievements:

- Assisted the Senior Partner who was conducting audits on major companies in the area.
- Organized and maintained the Senior Partner's filing system.

COMPUTER SKILLS:

Microsoft Windows 7 / XP / Vista, Microsoft Office (Word, Excel, PowerPoint, Access)

ADDITIONAL INFORMATION:

Driving Licence: Full

INTERESTS:

Cinema and football