

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:

- 2008 - 2011 **BSc (Hons) 2.1 (expected) in Mathematics at the University of Warwick.**
Subjects studied: Business Studies, Computer Studies, Calculus, Geometry & Topology and Catastrophe Theory.
- 2001 - 2008 Cheadle High School.
3 GCE A Levels: Mathematics [A], Economics [A], Chemistry [A].
6 GCSEs: Mathematics [A*], English Language [A*], Chemistry [A*], Economics [A*], Physics [A], Geography [A].

EXPERIENCE:

- Summer 2010 **AAA**
- 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.
 - Handled incoming telephone calls to the Senior Partner from other companies and members of the public.
 - Organized and maintained the Senior Partner's filing system.
 - Typed reports on an IBM Compatible PC using the WordPerfect word-processor
 - Devised a new filing system to maintain the files held by the department.
 - Solved users PC problems including sorting out spreadsheets, explaining how to use complex features in word-processing packages.

Summer 2009

BBB

Coordinator

A vacation job at a community centre for the elderly. Responsibilities achievements:

- Organized a local advertising drive that increased the number of elderly people coming to the centre by 20%.
- Organized games for people attending in the afternoons.
- Escorted some of the elderly people to and from the centre.

COMPUTER SKILLS:

Microsoft Windows 7 / XP / Vista, Microsoft Office (Word, Excel, PowerPoint, Access), programming (ASP, HTML, JavaScript).

ADDITIONAL INFORMATION:

Driving Licence: Full, clean.

INTERESTS:

Cinema and theatre.