

Curriculum Vitae

Annette Smith BComm Hons

The big pull factor – the degree – is displayed clearly.

Contact Details:

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Contact details don't need to take up a lot of space.

Objective

A Financial Accountant position – Media Sector

Offering a **BComm Accounting degree**, a **great attitude**, and the ability to **work well in a team** - in exchange for experience and the opportunity to build a successful financial career in the Media.

Show that you know what you want – and show the benefits you offer. Answer "what can you do for me?"

Personal Details

ID # - 860526 0124 089

Drivers Licence - Code 08, Own car

Education

BComm Accounting Honours, University of Pretoria, to be completed by December, 2008

Subjects – Financial Accounting, Management Accounting

BComm Accounting, University of Pretoria, 2007

Major Subjects – Financial Accounting*, Management Accounting*, Financial and Business Management

Other Subjects – Statistics*, Information Systems, Auditing*, Economics, Company Law

Matric, Pretoria Girls High School, 2004

Subjects – English*, Afrikaans, Maths, Science, Accounting*, Geography, Computer Science*

[* Distinctions achieved.]

This is also where you can include focussed courses you've done.

Work Experience

- **Vacation Work: Bookkeeper**, PSN Manufacturing, 01.2003 to present (mid/end year vacations)
Helping keep 2 sets of books of account for a family manufacturing business producing widgets for the clothing industry. Worked under supervision of the Financial Manager, a Chartered Accountant.
 - Used Pastel Accounting Software to enter financial and accounting data
 - Producing ad hoc financial, cash flow, Debtors reports for Management
 - Liased with Debtors regarding invoices, payments and outstanding accounts
 - Assisted with compilation of the end of year Audit Pack.

Achievements – Was part of the team that worked 12 hour days for 2 months (Dec and Jan, 2005) to bring a sister company's books up to date after it had fallen behind by more than 12 months.

Key Lessons Learned – Accuracy and consistency are critical to preventing an end of financial year crisis; Good relationships with Debtors are very important to avoid late or non payment.

Don't go into long, overly detailed descriptions of your duties. Keep it concise. Show what you achieved. Show what you learned. You made a valuable contribution. You learned things that will benefit your next employer.

What An Employer Can Expect From Me

- You can expect me to take pressure off the Finance Dept. by working accurately and fast.
- You can expect me to operate in line with the latest IFRS and GAAP accounting standards.
- You can expect me to deal with colleagues and clients in a friendly and professional manner.

My aim is to make a professional, dynamic contribution to my employer.

I look forward to discussing how I can be of benefit.

[Academic transcripts and references available on request.]

You can add other sections such as "Leadership Roles".

Why NOT include some strong benefit statements like this? Say what you intend to do. Show you're serious. Make a commitment.