



Bite size tips for your career progression

**NAME
EMAIL ADDRESS
MOBILE NUMBERS**

PROFILE:

I am a highly motivated and outgoing qualified accountant with keen interest in accounting and reporting systems. After having gained several years IN XXX, and more recently in XXX, am looking for new challenges to expand my knowledge and experience.

KEY SKILLS

- State IT competencies
- State years of experience in key areas
- State level of communication skills
- List your proven abilities
- State computer systems and software used

CAREER HIGHLIGHTS:

XXX PLC

SEPTEMBER XXXX – PRESENT

XXX Analyst

A BRIEF DESCRIPTION OF WHAT YOUR ROLE ENTAILS e.g responsible for the budget setting process

KEY ACHIEVEMENTS

Delivered the account to a tight deadline

MAIN RESPONSIBILITIES

In January XXXX become member of XXX team with the following responsibilities:

- ◆ Responsible for ...
- ◆ Lead the ...
- ◆ Produce the ...
- ◆ Deliver the ...
- ◆ Staff management responsibilities

CAREER BREAK

APRIL XXXX - SEPTEMBER YYYY



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YYY PLC

SEPTEMBER XXXX – APRIL XXXX

Financial Analyst

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ZZZ PLC

MAY XXXX – SEPTEMBER XXXX

Financial Analyst

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EDUCATION AND TRAINING

List as appropriate

PROJECTS

List projects you have worked on including University projects

References are available on request