
Accounting Trainee Resume

Job Objective

Dedicated Accounting Trainee seeking position with reputable company in which to enhance my skills while contributing to overall success of company.

Highlights of Qualifications:

- Proficient with Hyperion and MRP and ERP Software system
 - Familiarity with principles, procedures and practices of accounting
 - Comprehensive knowledge of the laws, regulations and other principles that guide financial management
 - Strong customer focus and ability to develop positive partnerships
 - Excellent interpersonal and communication skills
 - Strong analytical and problem solving skills
 - Strong leadership abilities
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Professional Experience:

Accounting Trainee
Broadlands Financial Group, Irvine, CA
January 2009 – Present

- Provided advice on tax and bank account issues.
- Developed financial management reports.
- Prepared reports and recommended on internal and external audits.
- Drafted monthly and annual accounts statements.
- Created non-cash journal.

Accounting Trainee
Victaulic, Irvine, CA
March 2004 – December 2008

- Formulated MAS Reports.
 - Remitted and reconciled accounts.
 - Planned and assessed fiscal performance of company.
 - Evaluated budgets and financial reports.
 - Provided financial perspective and accounting process.
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Education:

Bachelor's Degree in Accounting
Weber State University, Ogden, UT

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