
ENTRY LEVEL ACCOUNTING CLERK RESUME

Objective:

Seeking a challenging position as entry level accounting clerk in a reputed organization.

Summary:

- Extensive data entry skills.
 - Knowledge of Tally software
 - Skilled in with clerical duties such as filing, faxing, scanning and photocopying.
 - Proficient in Administrative Paperwork.
 - Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express.
 - Operating Systems: Windows9X, Windows2000, Windows ME, Windows XP, Windows Vista, Linux, UNIX and MS DOS.
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Education:

Associate Degree in Accounting, March 2009
University of Illinois, Urbana-Champaign

Professional Experience:

Accounting Assistant, from May 2009 to till date
Lowery Systems, Inc., Illinois

Responsibilities:

- Generated income statements, general ledger, checks and reports.
- Maintain books of accounts.
- Handled the customer queries efficiently.
- Acquired latest accounting practices.
- Planned and reviewed budget with revenues, expenses, payroll data, accounting invoices.

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