

---

# 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.
- 

## 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.

[Build your Resume Now](#)