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## Trainee Accountant Resume

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### Job Objective

To secure the position of Trainee Accountant that will allow me to utilize acquired skills and experience.

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### Highlights of Qualifications:

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- Strong knowledge of General and State Fund accounting principles and procedures
  - Proficient in Microsoft Office applications especially Excel and Access
  - Demonstrated high standards of integrity and respect for others
  - Outstanding ability to reason well, research topics efficiently
  - Ability to organize and establish workload priorities
  - Ability to work well under pressure, exercise initiative and flexibility
  - Excellent oral and written communication skills
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### Professional Experience:

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Trainee Accountant, August 2005 – Present  
Network Recruitment, Elkhorn, NE

- Created and posted journal entries.
- Handled data entry in Excel and QuickBooks.
- Filed and retrieved information from the archives.
- Created trial balance and Filled tax return forms.
- Retrieved reports from the accounting system.

Trainee Accountant, May 2000 – July 2005  
Healy Purves Pretorius, Elkhorn, NE

- Processed check payments, receipts and payment into banking system.
  - Developed and maintained knowledge and skill related to specific tasks, methodologies, materials, tools and equipment.
  - Assisted with the year end accrual process and preparation of the Financial Statements.
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### Education:

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Bachelor's Degree in Commerce, Ashford University, Clinton, IA

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