

# Joe Bloggs

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## PERSONAL STATEMENT

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I am nearing completion of a Graduate Diploma in Professional Accountancy at Unitec; seeking work experience as an Accounting Assistant. With over 5 years' experience in customer service, I am a confident communicator yet also a quiet achiever.

## SKILLS

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### Accounting & Technical Skills:

- Good knowledge of accounting and business management gained through Bachelor of Business Administration and Graduate Diploma in Professional Accountancy
- Ability to handle accounts, post ledger entries, tally balance sheets, prepare bank reconciliation and cash flow statements
- Familiar with Microsoft Dynamics and Xero accounting software
- Competent at using MS Word, Excel & PowerPoint; typing speed - up to 50 words per minute
- Experience handling cash

### Communication Skills:

- Experience in customer service developed from over 5 years working in retail and hospitality
- Able to communicate fluently in English and Maori
- Confident in collaborating with a variety of people, proven through completing several group projects as a student

### Personal Attributes:

- Highly motivated and driven person, shown through achieving top grades and receiving a scholarship
- Ability to motivate and inspire people, shown by tutoring in accounting
- Strong attention to detail and set high standards for my work
- Calm, thoughtful approach

## EDUCATION

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### Graduate Diploma in Professional Accountancy

Feb 2015 – current

Unitec Institute of Technology, Mt Albert [*Expected completion: Nov 2015*]

### Achievements:

- Received scholarship of \$1200 for serving as a Student Mentor during 2014
- Achieved top grade (A+) in group project for Accounting Principles

### Completed courses include:

- Advanced Financial Accounting
- Advanced Management Accounting
- Financial Statement Analysis
- Advanced Taxation

**Bachelor of Business Administration (Finance)**

March 2010 – Nov 2012

Prestige University, Region

**High School / University Entrance**

Jan 2005 – Dec 2009

Public High School, Location

**Achievements:**

- Awarded top in a class of 200 students in Statistics in 2010
- Received certificate for outstanding contribution to debating team in 2009
- Member of Student Council for 2 years

**WORK EXPERIENCE**

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**Customer Service Assistant** (part time)

Oct 2013 – Feb 2015

Happiness Retail Store, Mt Albert

- Served customers and provided product advice
- Handled cash and EFTPOS transactions accurately
- Ensured shelves and stock were tidied and updated; cleaned store

**Accounting Tutor** (Volunteer)

Sept – Nov 2013

Public School, Location

- Tutoring senior high school students in accounting
- Assisted students in their exam preparation

**Cashier** (part time, casual)

June 2007 – May 2013

Delicious Restaurant, Location

**INTERESTS**

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- Playing the ukulele – have participated in several performances at local retirement villages
- Member of social volleyball and football teams for 3 years

**REFERENCES**

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Available on request