Sample Management Resume

Sample Fresher MBA Resume

Joel Martin
1223, X Street, Y Avenue,
Georgetown, SC-29442
(123) 456-7890
joel@email.com

Objective : To start my management career by joining a well settled and highly professional organization and grab good career advancement through large efforts and innovative work techniques

Professional Qualifications:

- Extremely bright academic records with absolute performance consistency
- Thorough understanding of the fundamental principles of business administration and their practical usage
- Highly organized thought process and well structured problem dealing attitude with an edge of innovativeness
- Profound managerial qualities and skills to handle multiple teams simultaneously
- Ability to handle both, the internal activities of an organization as well as the external dealings with customers, vendors, government bodies, etc.
- Uncommon command over spoken and written English
- Very strong in handling the MS office tools and web search tools

Academic Education:

- Graduated in Business Administration from Costal Carolina University, Georgetown, SC (2006)
- Completed post graduation in Business Administration from Costal Carolina University, Georgetown, SC (2008)

Academic Projects Undertaken:

- "Unconventional Statistical Trends in Automotive Industry in Carolina ", this was my post graduation project and was aimed at collecting statistical data for eminent automotive companies in Carolina (S & N) and finding trends by unconventional methods

Extra Curricular Activities:

- Participated in the National chess competition organized at Georgetown in 2007 and secured the second position

Interests and Hobbies:

- Traveling
- Playing guitar
- listening to music of all genres

Sample Finance Management Resume

Richard Anderson,
1234, West 67 Street,
Carlisle, MA 01741,
(123)-456 7890.

Objective:

To obtain finance management position in a reputed organization to use my experience and knowledge in the area of finance management.

Core Competencies:

- Keep financial records accurately.
- Prepare correct and essential financial reports for auditing and other use.
- Innovative and practical view.
- Capable of taking speedy and exceptional decision and also put thoughts in order in terms of time limit and workload.
- Exceptional communication as well as interpersonal skills.
- Familiar with current computer technology.
- Profound understanding of international finance.
- Capable of setting priorities, managing multiple tasks and meeting up deadlines.
- Detail-oriented with excellent organizational skills.
- Known governmental accounting procedures and practices, fiscal management and fund accounting.
- Exceptional in assessing and interpreting composite financial data.

Work Experience:

Assistant Financial Manager, 2005 to Present
Ameren Corporation, St Louis, MO.

- Responsible for assessing and interpreting compound financial data and prepare financial reports to determine financial performance.
- Monitor the progress of open funds budgets and study grants, revenues contracts, and gift accounts.
- Administer the preparation of working papers and official budgets; monitor grants, contracts and

expenditures for budgets and also prepare reports to keep balanced accounts.

- Prepare descriptive, management, and statistical financial reports for government as well as private supporter.

Senior Accountant, 2001 to 2005
Oppenheimer Capital, New York.

- Performed all accounting and financial activities for web sales, store and repeat performance.
- Responsible for performing reconciliations and audit work papers, footnotes, and schedules as per requirements. Studied, directed and executed changes to accounting systems to improve work efficiency.

Accountant, 1998 to 2001
Omnicom Group Inc., New York

- Responsible for maintaining journal entries and resolving general ledger and additional accounts; Other responsibilities include preparing monthly financial statements; allocating monthly income and expenses reports to departments.
- Assessed expenditure and revenue accounts also trustee accounts and investment reports.

Education:

Masters in Business Administration, 1998
University of Phoenix, Arizona.

Bachelors in Accounting, 1996
University of Phoenix, Arizona.

Sample Accounting Resume

RICHARD ANDERSON
1234, West 67 Street,
Carlisle, MA 01741,
(123)-456 7890.

OBJECTIVE:

Seeking a position as an Accounting Assistant where extensive experience will be further developed and utilised.

SELF-ASSESSMENT:

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.

- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

EXPERIENCE:

Glen Dara Construction Co., Cambridge, MA 2000 – Present

Accounting Assistant

- Performed accounts payable functions for construction expenses.
- Managed vendor accounts, generating weekly on demand cheques.
- Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
- Created budgets and forecasts for the management group.
- Ensured compliance with accounting deadlines.
- Prepared company accounts and tax returns for audit.
- Coordinated monthly payroll functions for 200+ employees.
- Liased with bankers, insurers and solicitors regarding financial transactions.

Stonepark Web Design Inc., Boston, MA 1997 – 2000

Accounting Assistant

- Managed accounts payable, accounts receivable, and payroll departments.
- Generated budgets and forecasts on a quarterly basis and presented to the management team.
- Reported on variances in quarterly costing reports.
- Prepared annual company accounts and reports.
- Administered online banking functions.
- Reduced credit period from 90 days to 60 days.
- Managed payroll function for 140 employees.
- Monitored and recorded company expenses.

Lancer Industries, Copley, Boston, MA 1995 – 1997

Administrative Assistant

- Performed general office duties and administrative tasks.
- Prepared weekly confidential sales reports for presentation to management.
- Managed the internal and external mail functions.
- Provided telephone support.
- Scheduled client appointments and maintained up-to-date confidential client files.

EDUCATION:

BS in Computer Science:

Boston College, Boston, MA 1999 – 2001

BS in Accounting

Boston University, Boston, MA 1992 – 1995

COMPUTER SKILLS:

Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional.