

First Name Last Name

304 Street
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City, MA 02115

Phone: 0000000000

Email: example@husky.neu.com

PERSONAL PROFILE

I am a self-starter who can work independently and handle multiple priorities and deadlines. I believe in teamwork and consistently strive for productive collaboration. In addition, I am a quick learner who can rapidly master all aspects of a job with limited training.

SUMMARY OF QUALIFICATIONS

- Good experience in research, trade stocks, currencies, and commodities.
- Full knowledge of equity, commodity, and currency markets
- Preparation of financial statements
- Analytical thinking, planning, organizing, prioritizing, and executing with pinpoint accuracy
- Can speak three languages
- Proficient in MS Office and have experience of HTML coding
- Eligible to take CPA license exam

EXPERIENCE

7/2012 – 9/2012 UniBank Baku, Azerbaijan

Position Held: Bank Representative

Duties and Responsibilities

- Providing limited financial advice to customers with credit problems
- Preparation of financial statements
- Guiding bank clients
- Helping customers to make account deposit and withdrawals
- Preparation of bank checks and western union forms

7/2011 – 9/2011 Azerbaijan Advertisers Union Baku, Azerbaijan

Position Held: Internship Accountant

Duties and Responsibilities

- Daily journal entries
- Company payments for communal charges

1/2010 – 3/2011 Arena Real Estate LLC Baku, Azerbaijan

Position held: Accountant / Manager Assistant

Duties and Responsibilities

- Advertising company products
- Finding new customers, contacting with the existing customers
- Taking notes and informing management about the account activities
- Market research
- Preparation of financial statements

ACADEMIC BACKGROUND

2014 Northeastern University

Bachelor of Science Finance and Accounting Management

2013 Azerbaijan State Economic University

Bachelor degree International Economic Relations - International Trade

2007 Kafkas Private Turkish-Azerbaijan Gymnasium

High School Baku, Azerbaijan

REFEREES

1. Dr. Name
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2. Mr. Name
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