**Sample Management Resume**

**Sample Fresher MBA Resume**

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| **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**

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| **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**

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| **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. |