**Sample Management Resume**

**Sample Fresher MBA Resume**

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| **Joel Martin** 1223, X Street, Y Avenue,Georgetown, SC-29442(123) 456-7890joel@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
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**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 PresentAmeren 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 2005Oppenheimer 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 2001Omnicom 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, 1998University of Phoenix, Arizona. Bachelors in Accounting, 1996University 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.  |