

RESUMÉ AND COVER LETTER WRITING

Sample Resumé: Accounting

MOHAMMED ALI

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PROFILE

- Two years of hands-on accounting experience, handling monthly bank reconciliations, expense tracking, month-end and year-end reporting tasks, and assisting with the annual audit
- Strong academic foundation in auditing and taxation; currently working towards CA designation
- Solid organizational skills – able to effectively manage multiple responsibilities requiring extreme attention to detail within deadline-driven environments
- Confident communication skills with substantial public speaking/presentation experience
- Experience in using Simply Accounting, CaseWare, Great Plains Dynamics, and Microsoft Office (Excel, Word & PowerPoint)
- Sound knowledge of GAAP, GAAS, IFRS, GST and PST returns

EDUCATION

Honours Bachelor of Administrative Studies in Accounting

Spring 2014

York University, Toronto

- Graduated Summa Cum Laude with a GPA of 8.1 out of 9.0

Diploma in Accounting

2010

Seneca College, Toronto

- Achieved honours with a GPA of 3.9 out of 4.0

RELATED ACCOUNTING WORK EXPERIENCE

Income Tax Returns Volunteer

Feb. – Apr. 2012 – 2014

Canada Revenue Agency Community Volunteer Income Tax Program

York University and North York Community Centre

- Served over 150 seniors, new immigrants, students, and low-income families on a one-on-one basis, and accurately completed their personal income tax returns
- Provided recommendations on income inclusions, tax deductions, credits, and other tax issues, ensuring that clients benefitted from every deduction and credit available to them

Mohammed Ali

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Accounting Specialist

Nov. 2010 – Dec. 2011

Savings Accounting, Group Retirement Services Finance, Sun Life Financial, Toronto

- Ensured accuracy of data and transactions by reconciling monthly trust and control accounts, including group remuneration, principle on deposit, GST, and accounts receivable
- Applied training on Excel Macro and Oracle database application in processing monthly pension fund activities to general ledgers
- Contributed accounting skills when handling cheque cancellations, stale dated cheques and related banking issues, by using Focus Report, Oracle, and Sunnet System
- Explained complex accounting procedures and provided support to client service staff in managing their expense accounts

Junior Accountant, Accounting Department

Feb. 2010 – Nov. 2010

Toronto Catholic District School Board, Toronto

- Acquired problem-solving skills in SAP accounting system by identifying and correcting error payments, and reconciling vendor statements
- Improved client relationships by resolving five-year outstanding payments for five major accounts receiving special recognition on the annual performance review
- Commended by manager for “outstanding efficiency and accuracy” in compiling and reviewing year-end financial statements using CaseWare; initiated the development of a step-by-step training manual to support accounting clerks in improving their proficiency with CaseWare and MS Excel

Co-op Student

Jan. 2009 – Apr. 2009

Retirement Services Finance, Sun Life Financial, Toronto

- Took the initiative to assist the director in projects such as income allocation, analysis of management fees and month-end reconciliation
- Prepared and updated Excel tracking and statistical spreadsheets accurately and promptly
- Gained experience of the taxation process by preparing a high volume of T3, T4 & T5 tax slips and reconciling tax reports with Taxprep
- Received Valued Inspired Performance Certificate for demonstrating initiative and support of team members

COMMUNICATION AND LEADERSHIP EXPERIENCE**Peer Mentor**

Aug. 2012 – Present

Atkinson SHARE Peer Mentorship Program, York University, Toronto

- Helped smooth students' transition to university life by responding to their enquiries promptly and seeking useful resources for them
- Created a friendly and supportive environment for mentees by following up with them regarding their experience at school