

Your Full Name

[Your City, State] | [Your Phone Number] | [Your Email Address] | [LinkedIn Profile or Portfolio URL]

Objective

Motivated and detail-oriented recent graduate with an Advanced Diploma in Accounting, seeking an entry-level accounting position to apply strong analytical skills, proficiency in financial software, and a commitment to accuracy in financial reporting.

Education

Advanced Diploma in Accounting

NBIA — Graduated: March 2025

- Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing, Business Law
- Applied learning using finance software: Xero and MYOB
- Student Member of the Institute of Public Accountants
- Attended Professional Development webinars through NBIA
- Awarded 'Outstanding Student Award', recommended by assessors

Internship Experience

Accounting Intern

ASV Wadeson, Cheltenham, VIC

June 2024 – August 2024

- Assisted in preparing monthly financial statements and reports
- Reconciled bank statements and managed accounts payable/receivable
- Supported audit preparation and documentation processes
- Utilised Microsoft Excel and Xero for data entry and analysis

Skills

- Accounting Software: QuickBooks, Xero, MYOB
- Microsoft Office Suite: Excel (Advanced), Word, PowerPoint
- Financial Reporting & Analysis
- Data Entry & Reconciliation
- Attention to Detail & Accuracy
- Strong Written and Verbal Communication

Certifications

- Xero Advisor Certification – Completed December 2024
- MYOB Essentials Certification – Completed January 2025

Professional Development

- Member, CPA Australia – Since January 2025
- Volunteer, Tax Help Program – Assisted low-income individuals with tax return preparation during tax season.

References

Available upon request.