

EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

Administration & Accounts

EXAMPLE 1

PROFILE / CAREER OBJECTIVE

Commercially focused, with formal qualifications and extensive administration and accounting experience in both small business and government agencies, in particular the education sector.

I am seeking an interesting and varied position on a part-time basis as an Administrative Officer which will utilise my proven administrative, computer systems and financial experience. Such a role will enable me to complete my remaining Bachelor of Business subjects over the next year.

SKILLS & ATTRIBUTES

- Self-motivated, flexible with capacity to work independently or as part of a team
- Highly competent in developing, implementing and maintaining policies and procedures in accordance with business needs
- Accustomed to working under pressure and responding to timelines accordingly
- Proven ability to liaise and communicate effectively with staff at all organisational levels
- Strongly customer focused
- Affable, trustworthy, loyal and honest individual
- Strong knowledge of Microsoft Office and Excel
- Detail oriented, efficient and organised professional with extensive experience in accounting systems such as SUN, Oracle, Finance One and Xero
- Proven analytical and problem solving abilities required for monthly and year-end balance sheet reconciliations and general ledger reporting
- Preparation and analysis of monthly and year-end Profit and Loss reporting
- Various taxation and statutory reporting, including BAS, FBT and government grant acquittals
- Overseeing Accounts Payable, Accounts Receivable and Debtor functions
- Liaising with internal and external auditors and responding to various requests
- Experience in budgeting, forecasting and recasting

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EXAMPLE 2

PROFILE

In excess of 20 years experience in administration roles beginning as a Stenographer working my way up to become Executive Assistant to the Chairman, I have completed Certificates II, III and IV in Business.

I subsequently transferred to Corporate Finance and became Accounts Payable Officer for a further 4 years. My success has been built upon attention to detail, trustworthiness and ability to prioritise and communicate with people at all levels in the organisation.

SKILLS & ATTRIBUTES

Accounts Payable

- Timely processing and payment of invoices
- Communication with internal and external clients
- Accurate record-keeping within the system
- Management and reconciliation of Per Diem & Travel Advance expenses
- Petty cash float reconciliation and replenishment in addition to payment runs

Customer Service

- High focus on superior Customer Service including student enrolments and course information

Executive/Administration Assistant

- Support of staff and executives with travel arrangements, organisation of meetings, diary management, catering, preparation of letters, reports and speeches, telephone communication and liaising with clients

Computers

- High degree of competence in Microsoft Word/Excel/Publisher/Power Point
- Technology One, QLS program, ANZ Transactive, Western Union Business Solutions

Communication

- Strong verbal communication and an excellent phone manner
- Ability to liaise with people at all levels of the organisation
- Preparation of written reports including minutes of meetings

Time Management & Attention to Detail

- Effective time management with the ability to set priorities to ensure all timelines are achieved
- Keen attention to detail and highly accurate in recording & processing

Interpersonal

- Trustworthy, conscientious with a cheerful demeanour and a cooperative nature

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EXAMPLE 3

CAREER OBJECTIVE

To secure a position in an organisation that can offer a challenging opportunity in Accounts, Administration, Sales Support, Purchasing or Customer Service within a friendly, caring and cooperative environment.

To further utilise my work/life experiences and perform within a team structure in a positive, professional manner obtaining maximum work potential. I am interested in permanent or part-time opportunities.

SKILLS & ATTRIBUTES

- Extensive career experience in corporate financial management, particularly in accounts payable and purchasing functions
- High level of numeracy with strong attention to detail and the ability to identify gaps and inconsistencies in the information
- Providing high level administrative support to major project work or contracts
- Excellent work ethic and values which support and enhance the overall needs and objectives of the organisation
- Strong written and verbal communication abilities, enabling productive liaison with other staff in an office environment
- Excellent computer literacy including data entry, spreadsheets, word processing and associated software packages
- Team player, able to work well with others allowing flexibility to accommodate urgent requirements
- Reliable with the ability to work independently when required, with a commitment to quality and professionalism in the delivery of clerical and administrative support
- Conscientious, loyal and productive staff member with the ability to be cooperative, flexible and adaptable
- A caring and compassionate approach showing sensitivity and courtesy towards others – both clients and colleagues