

Gerald Thomas
16 Blossom Drive
Adelphi, MD
999-999-9999
GeraldT@xyz.com

Objective: A challenging job as an entry level accountant with a growing organisation, where I will get the opportunity to learn and enhance my accountancy skills and knowledge.

Education: University of Maryland Adelphi, MD
Bachelors of Arts in Accountancy 2011

Experience: ABC Plumbing Co. Adelphi, MD
Accounting Intern 2/5/2011 to Present

- Data entry
- Book keeping
- Administrative duties like attending queries on phone, filing invoices and bills
- Computer maintenance
- Prepared forms and manuals for accounting and bookkeeping personnel.

Key Skills: Oracle, ADI, Timberline, MAS90, QuickBooks, MS office, People Soft, AS/400, CTI,

References: Available upon request