

Prénom NOM

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FRANCE

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## OBJECTIVES

After some positive experiences in the domain of accounting, I believe it is time for me to move to another job in accordance with my dreams. Indeed, I had liked worked as accountant after my studies and during five years in the company mentioned in the employment history below. However, in my future projects I wish to open a guesthouse one day and therefore to realize this dream I need to become a good hostess.

## EMPLOYMENT HISTORY

July 2009 till now

NOM DE LA SOCIÉTÉ (VILLE, PAYS)  
Accountant

For five years I have learned a lot in accounting. This job offered me the possibility to develop my skills in autonomy, organisation, self-sufficiency and financial knowledge. Plus, I had the possibility to follow different financial training. These courses gave me the occasion to elaborate new goals and to get them in my daily works. Therefore, in the year 2013 I was able to make the annual VAT Declaration and the report of annual accounts with the LuxGAAP methofs alone.

- Proceeding of monthly and annually balance sheet account reconciliations and producing of financial statements for the companies
- Preparation of quarter and annual VAT return
- Processing of invoice payments to vendors
- Coding and data entry of bank transaction into accounting software
- Reconciliation of accounts

July 2008 – July 2009

NOM DE LA SOCIÉTÉ (VILLE, PAYS)  
Junior Accountant

This year was important in order to learn the first manners to become accountant. By means of this year I could start to work as real accountant in the new company created: Summerside Investments Sàrl.

- Maintenance of bank registers
- Processing of invoice payments to vendors
- Various administrative works (telephone, filing, reception, correspondence)

August 2007 – June 2008      Family in Goosnargh (Lancashire-UK)  
**Job of au pair**

The experience of nine months in England was very important for me and my future career. In fact, to learn the international language by leaving and working for this family improve significantly my self-confidence and offered me the possibility to discover the culture of English people, the way they work and also the beautiful places of this country.

- To improve my English and to learn about the culture
- To care for a nine year old girl and assist with cleaning and cooking
- Barmaid in restaurant and bar

August 2005 – July 2007      Temporary Agency : MANPOWER, France  
**Assistant of a temporary agency**

These two years as junior in recruitment were a very good experience for the contact with people. First goal of this job was to obtain my diploma in the three following skills : accounting, management, administration. Furthermore, I have learned a lot about recruitment and description of specific jobs in the industrial domain.

- Vocational qualification in two years
- Administration and recrutement

2002 – 2005      Société THOME, France  
**Secretary**

Each month of July and August I used to be employed as temporary worker in this hardware store. This position offered me the possibility to enter to the world of work and to experiment different way of working by trying various activities in the existing services of the company.

- Job during my school holidays

From 2001      **Waitress in Restaurants, France**

In my free time, I used to work as waitress for the following events: wedding, Holy Communion or baptism. I really loved these several experiences. In England too, I have been working as barmaid and waitress which was very helpful in the learning of the language.

- Waitress, barmaid

## EDUCATION

2008      Brevet de Technicien Supérieur specialized in Administration, Communication, Marketing, Accounting

2005      Baccalaureat (equivalent to A Level) specialized in Administration and Communication

2003      Brevet d'Etudes Professionnelles specialized in Administration

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## LANGUAGES AND SPECIAL SKILLS

French: Mother tongue

English: Fluent

Computer Literate:

Access, Word, Excel, PowerPoint, Ciel, Exact Software (CUBIC – accounting system)

Training at Luxembourg :

- Le monde de la TVA –Bases, Déclarations et Spécificités- Active Learning SA
- Introduction à la fiscalité des entreprises luxembourgeoises (Fiscalités d'une Sàrl-Principes de Base) - Active Learning SA

Favorite sports : Ski, jogging

Favorite books to read : self-improvement

## REFEREES

NOM DE LA SOCIÉTÉ( VILLE - PAYS)

Monsieur

Director +352

← nom du Directeur

← numéro du Directeur

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