

# Sample Resume - Accounting

**DO NOT COPY:** You are advised not to copy this sample, but to use it to generate ideas to create your own resume.

## David Sze Lee

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### Education

- |                |   |
|----------------|---|
| 2013 – present | <b>Master of Business (Accounting)</b><br>Monash University, Caulfield campus, Australia <ul style="list-style-type: none"><li>Due to graduate July 2015</li></ul>    |
| 2012           | <b>Bachelor of Business and Commerce</b><br>Monash University, Sunway campus, Malaysia <ul style="list-style-type: none"><li>GPA: 3.13, Distinction average</li></ul> |
| 2011           | <b>Monash University Foundation Year</b><br>Sunway University College, Malaysia <ul style="list-style-type: none"><li>High Distinction average</li></ul>              |

### Scholarships

- |      |  |
|------|--|
| 2011 | Monash University Malaysia Entrance Scholarship          |
| 2010 | Tan Sri Dato' Seri Dr Jeffrey Cheah Entrance Scholarship |

### Professional Experience

- |                     |  |
|---------------------|--|
| Dec 2012 - Jan 2013 | <b>Assurance Intern</b><br>Pricewaterhouse Coopers, Malaysia <ul style="list-style-type: none"><li>Responsible for performing audit procedures on selected client accounts</li><li>Liaised with clients on specific audit projects</li></ul> |
|---------------------|--|

### Customer Service Experience

- |                    |  |
|--------------------|--|
| Mar 2011 - present | <b>Customer Service Assistant</b><br>Nandos - Flinders Street, Melbourne <ul style="list-style-type: none"><li>Customer service</li><li>Accurate cash register operation</li></ul> |
|--------------------|--|

David Lee

Page 1 of 3



**MONASH University**  
Employment and Career Development

[monash.edu/careers](http://monash.edu/careers)  
[careers.info@monash.edu](mailto:careers.info@monash.edu)  
+61 3 9905 4170  
[Facebook.com/MonashECD](https://www.facebook.com/MonashECD)

## Voluntary Experience

2013

### **Support Crew**

TeamMonash, Clayton

(for Mothers' Day Classic Run - fundraiser for breast cancer)

- Set up event marquees
- Ran the cloakroom
- Responded to event enquiries
- Leader of cheer squad

2012

### **Usher**

World University Squash Championships

- Showed attendees to their allocated seats
- Responded to questions regarding the venue and facilities

2012

### **Student Ambassador**

Monash University, Malaysia

- Provided directions and information to visitors during the Malaysia Festival event (promotes Malaysia's multi-racial society and culture)

## Professional Associations

Current

### **Student member**

- Institute of Chartered Accountants, Australia

## Demonstrated Skills

### **Accounting Expertise**

- Taxation – including assessable income; capital gains; GST; FBT, deductions and substantiation; and individual offsets.
- Knowledge of business combinations, consolidations, equity accounting, joint arrangements, accounting for income tax, cash flow statements
- Prepare and complete balance day adjustments, closing entries and internal control systems to allow all final statements and bank reconciliations to be complete

### **Communication**

- Professional client liaison expertise proven during Internship at PWC when explaining audit procedures and requesting necessary information
- Effective negotiation capabilities demonstrated in customer service role when responding to customer complaints
- IELTS Academic overall band score of 8.5; listening 9.0; reading 9.0; speaking 8.0; writing 7.5



### **Computer**

- Fluent in spoken and written Malay and fluent in spoken Cantonese
- Proficient user of Microsoft Office (PowerPoint, Word, Excel)
- MYOB, SAP, ACL

### **Problem solving and analytical**

- Excellent analytical and problem solving skills developed through University research projects
- Demonstrated effective ability to resolve problems throughout Internship when solving complex auditing issues

### **Teamwork and communication**

- Frequently delivery oral presentations for group presentations at university
- Demonstration of strong interpersonal skills in volunteer roles and other extra-curricular involvement including TeamMonash and being Student Ambassador

### **Referees**

#### **Dr Lynda McQueen**

Senior Lecturer, Accounting  
Monash University  
[Lynda.mcqueen@monash.edu](mailto:Lynda.mcqueen@monash.edu)  
Tel: (03) 9905 1234

#### **Matt Daley**

Manager  
Nandos – Flinders Street  
Melbourne  
Tel: (03) 9812 0512

