Career Centre

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RÉSUMÉ WRITING Sample Résumé: Accounting

MOHAMMED ALI

647-647-6477

m.ali@yahoo.ca

PROFILE

Toronto, ON

- Two years of hands-on accounting experience, handling monthly bank reconciliations, expense tracking, month-end and year-end reporting tasks, and assisting with the annual audit
- Strong academic foundation in auditing and taxation; currently working towards CPA designation
- Solid organizational skills able to effectively manage multiple responsibilities requiring extreme attention to detail within deadline-driven environments
- Confident communication skills with substantial public speaking/presentation experience
- Experience in using Simply Accounting, CaseWare, Great Plains Dynamics, cloud-based software such as NetSuite and Microsoft Office (Excel, Word & PowerPoint)
- Sound knowledge of GAAP, GAAS, IFRS, and HST returns

EDUCATION

Honours Bachelor of Administrative Studies in Accounting York University, Toronto	Spring 2016
Graduated Summa Cum Laude with a GPA of 8.1 out of 9.0	
Diploma in Accounting Seneca College, Toronto	2012

• Achieved honours with a GPA of 3.9 out of 4.0

RELATED ACCOUNTING EXPERIENCE

Income Tax Returns Volunteer (seasonal)

Canada Revenue Agency Community Volunteer Income Tax Program, York University and North York Community Centre

- Served over 150 seniors, new immigrants, students, and low-income families on a one-on-one basis, and accurately completed their personal income tax returns
- Provided recommendations on income inclusions, tax deductions, credits, and other tax issues, ensuring that clients benefitted from every deduction and credit available to them

Accounting Specialist

Savings Accounting, Group Retirement Services Finance, Sun Life Financial, Toronto

- Ensured accuracy of data and transactions by reconciling monthly trust and control accounts, including group remuneration, principle on deposit, HST, and accounts receivable
- Applied training on Excel Macro and Oracle database application in processing monthly pension fund activities to general ledgers
- Contributed accounting skills when handling cheque cancellations, stale dated cheques and related banking issues, by using Focus Report, Oracle, and Sunnet System
- Explained complex accounting procedures and provided support to client service staff in managing their expense accounts



Feb – Apr 2015 & 2016

Dec 2013 – Dec 2014

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Mohammed Ali

Junior Accountant, Accounting Department

- Toronto Catholic District School Board, Toronto
- Acquired problem-solving skills in SAP accounting system by identifying and correcting error payments, and reconciling vendor statements
- Improved client relationships by resolving five-year outstanding payments for five major accounts receiving special recognition on the annual performance review
- Accurately posted a high volume of journal entries of investment activities to SAP accounting system for banking reconciliation
- Commended by manager for "outstanding efficiency and accuracy" in compiling and reviewing year-end financial statements using CaseWare; initiated the development of a step-by-step training manual to support accounting clerks in improving their proficiency with CaseWare and MS Excel

Co-op Student

Retirement Services Finance, Sun Life Financial, Toronto

- Took the initiative to assist the director in projects such as income allocation, analysis of management fees and month-end reconciliation
- Prepared and updated Excel tracking and statistical spreadsheets accurately and promptly
- Gained experience of the taxation process by preparing a high volume of T3, T4 & T5 tax slips and reconciling tax reports with Taxprep
- Received Valued Inspired Performance Certificate for demonstrating initiative and support of team members

COMMUNICATION AND LEADERSHIP EXPERIENCE

Peer Mentor

Atkinson SHARE Peer Mentorship Program, York University, Toronto

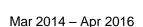
- Helped smooth students' transition to university life by responding to their enquiries promptly and seeking useful resources for them
- Created a friendly and supportive environment for mentees by following up with them regarding their experience at school

Finance Ambassador

AIESEC, York University, Toronto

- Developed leadership skills by planning year-round activities in the 2015 AIESEC Canada's National Leadership Development Conference
- Built strong communication and team playing skills by recruiting students to join AIESEC in the York Club recruitment event, resulting in a 20% rise in membership
- Contributed organizational skills in the implementation of fundraising events, such as tracking sold tickets to over 100 guests, reaching targets of up to \$1000

Jan 2011 – Apr 2011



Aug 2014 – Apr 2016

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Apr 2012 – Nov 2012

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