Steven Tyler

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# career objective

To leverage my 6+ years of accounting experience, organizational skills, and expertise in information technology into an Assistant Accountant position within a Not for Profit organization.

# Education

Bachelor of Communication 2006 - 2009

Massey University, Wellington

Bachelor of Commerce 2003 - 2006

Massey University, Wellington

**Certificate in Business**

Nelson Marlborough Institute of Technology 2002 - 2003

# key skills and ACHEIVEMENTS

* Advanced level user of Oracle, SAP, MYOB, Xero, MS Excel, MS Word, MS PowerPoint, MS Outlook
* **Highly adaptable to change**
* Achieved an appreciation certificate by an external client for ‘Excellent Customer Service’ while working with the company’s auditing team and assisting client’s financial analysis
* Wrote 50 page user manual for training of new staff members

# WORK Experience

ACCOUNTS ASSISTANT

Jones International, Motueka, Nelson July 2009 – April 2015

Jones International is a Nelson based financial services business with three key business units include providing mortgage, insurance and investment services to individuals; staff total 88 with turnover of $NZ 6 million

Responsibilities:

* + - Updated the general ledger including completing monthly general ledger reconciliations and resolving queries
    - Performed accounting consultancy service for business’s
    - Maintained fixed asset schedule and calculated depreciation on a monthly basis

# INTERESTS

I am a very active person and like to get outside and run, swim or play football in my free time. I have recently taken up running and am currently in training for my first half-marathon.

# REFERENCES

**Bob Marley**

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