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| **Contact**  255 717654321  manka.lucas@sample.com  **Skills**   * Proficient in Microsoft Excel, QuickBooks, and financial modeling * Strong analytical and quantitative skills      * Excellent verbal and written communication * Ability to work collaboratively in teams   **Education**  Your University Name  [Location]  Bachelor of Business Administration in Finance   * Relevant course: Financial Accounting, Managerial Accounting, Corporate Finance, Investment Analysis * GPA: [Your GPA]   . | Manka  Lucas    **Summary**  Detail-oriented finance major with a strong understanding of financial analysis, accounting principles, and business operations. Experienced in internships and projects that required teamwork, analytical skills, and effective communication. Seeking an entry-level position in finance or accounting to leverage academic knowledge and hands-on experience.  **Experience**  Accounting Intern  Company Name | [Location]   * Assisted in preparing financial statements and reports * Conducted variance analysis to identify discrepancies and recommend improvements * Collaborated with the accounting team to streamline invoicing processes.   Business Analyst Project  University Project | [Location]   * Analyzed market trends and financial data to support business decisions * Developed a comprehensive business plan for a startup venture * Presented findings and recommendations to faculty and peers.   **Languages**   |  |  |  | | --- | --- | --- | | English : C1    Advanced: |  |  |   **Certifications**   * Chartered [Area of certification] * [Area of certification] certified   **Hobbies and interests**  **Financial Literacy Activities**: Investing, Actively managing a personal investment portfolio or participating in stock market simulations.  **Community Involvement**: Volunteering, Involvement with local non-profits, especially in roles that.  **Accomplishments and awards**   * Recognized by management for [Type] projects delivering outstanding [Result].   **Projects**   * **Project name: Business Plan Development for a Startup** Led a team in creating a business plan for a sustainable fashion startup, including market research and financial forecasting. Presented the plan to local investors, garnering valuable feedback on our strategies. This project enhanced my strategic planning and teamwork skills.   **References**   * Dr. Emily Johnson, Professor, Department of Business Administration, Your University Name, [Email], [Phone Number] * Mark Thompson, Internship Supervisor, Company Name, [Email], [Phone Number] |

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