



SAMPLE CV / RESUME

NIKLAS HENRIK FORSBERG

Kyragotan 13, NK-dusen Gotenborg, SWEDEN 411 08 (Tel) (011) + 46 + 578 91 2457
dforsberg@infoworld.se

Objective

- To obtain an accounting internship with an American company, in order to gain practical experience in the field of finance.

Education

- University of Stockholm**, Stockholm, Sweden 1998– 2002
B. A. Accounting
- The International School**, Geneva, Switzerland 1994– 1998
H. S. Diploma

Professional Experience

- Richardson & Philips**, Stockholm, Sweden 2002– Present
Associate Accountant: Assisted Senior Accountants with month-end close, preparing journal entries, detailed monthly account reconciliation, bank reconciliation, preparing other reports and analysis for management & participating in special projects as needed, such as auditing, tax and consulting assignments. Learned about a variety of industries including Software Developers, Real Estate, Investment Funds, Wholesalers, Manufacturers, and Retail Establishments.
- Optimal Financial Services**, London, England July– September 2001
Intern: Assisted Accounting Manager with day to day support of Accounts Payable area. Coding invoices, check processing, cash deposits, accounts payable data entry and filing.
- Venttre Inc.**, Stockholm, Sweden June– August 2000
Intern: Researched and analyzed company backgrounds, preliminary contact with investors, sales meetings, letter writing.

Skills

- Computer: IBM Compatibles and Macintosh, Microsoft Office, Quickbooks Pro, Oracle Financials, NetLedger, Microsoft Office Products and the Internet.
- Personal: Strong analytical and communication skills coupled w/ ability to meet deadlines while working in a fast-paced team environment. Fluent in Swedish, English, and German. Advanced French and Spanish.

Interests

- Reading novels, participating in sports, photography and traveling.