

Julie Henderson

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Objective

A responsible and highly qualified accountant with the desire to be employed as a refunds manager of a promising company that offers competitive compensation and a challenging work atmosphere.

Summary of Qualification

- Possess professional experience working as a refunds manager.
- Strong interpersonal and social skills.
- Exhibit keen analytical ability and a good sense of observation.

Career Experience/Job History

2002 – Present: Refunds Manager, Top Company

- Receive and entertain refunds requests presented by customers who have purchased products from the company.
- Examine proofs of purchase given by customers to verify validity of the document and correctness of the customer's claims.
- Submit products for examination by technical staff to check the defect of products.
- Approve and process the refund request and inform customers if their refund is available.
- Document and file the refund requests.

Education

1997 – 2001: Bachelor of Science in Commerce, Chester University

Passed the certification and licensure exams.

Professional reference will be furnished upon request.