

I'm not robot!

Employment and Positions Held:

Academic	
2013 – present	Associate Professor Coordinator of Post-Professional Residency Education, Science Educator pathway School of Physical Therapy & Rehabilitation Sciences Morsani College of Medicine University of South Florida Tampa, FL
2013 – 2015	Adjunct Faculty Department of Physical Therapy School of Health and Rehabilitation Sciences MGH Institute of Health Professions Boston, MA
2011 – present	Adjunct Research Fellow Rocky Mountain University of Health Professions Provo, UT
2007 - 2012	Coordinator, Clinical Residency in Orthopaedic Physical Therapy Department of Physical Therapy School of Health and Rehabilitation Sciences MGH Institute of Health Professions Boston, MA
1997 - 2012	Clinical Assistant Professor Graduate Programs in Physical Therapy School of Health and Rehabilitation Sciences MGH Institute of Health Professions Boston, MA
1995 – 1997	Assistant Professor Professional Program in Physical Therapy MGH Institute of Health Professions Boston, MA
1991 - 1995	Clinical Assistant Professor Department of Physical Therapy Sargent College of Allied Health Professions Boston University Boston, MA
1989 – 1991	Clinical Instructor Department of Physical Therapy Sargent College of Allied Health Professions Boston University

Trainee Accountant 2 CV Sample

/Your Full Name/Your Current Address/Your Phone Number/Your Email

Professional Summary

This applicant has been involved within the world of finance and accounting for four years and hopes to encounter a team of professionals that can provide further training. I already possess all of the most relevant educational requirements and I am certified in a number of discrete areas. Although I am more than happy to tackle responsibilities myself, I am eager to benefit from the tutelage of others who can guide me along this interesting road to success. I am highly motivated and can adapt to situations as the need may dictate. I kindly thank you for taking the time to consider my application and I look forward to future contact.

Core Qualifications

- City & Guilds: Accounting Level 3 (7437).
- City & Guilds: Accounting Apprenticeships Level 2.
- City & Guilds: IVQ in Finance and Accounting Level 2 (8892).

Professional Qualifications

- A Chartered Certified Accountant recognised through the Association of Chartered Certified Accountants (ACCA).
- A working knowledge accounting software such as Quickbooks, Zoho Books and Wave.
- Experience within a team environment.

Experience

2014-Present: Assistant Accountant (Cornwall). Duties present include:

- Professional bookkeeping.
- Attending to the needs of multiple clients simultaneously.
- Liaising with businesses.
- Data entry and retrieval.

2012-2014: Junior Finance Manager (London). Responsibilities comprised:

- Adhering to all relevant national and local accountancy regulations.
- Business-to-client relations.
- Collating and formatting data to be presented to a team leader.
- Quality assurance and customer relations.

Education

- Loughborough University 2009-2012: Mathematics and Accounting and Financial Management BSc (Hons.)

References

All additional recommendations, accreditations and references will be provided should they be required.

Conclusion

This trainee accountant 2 CV sample has provided you with a general overview of some of the metrics which should always be mentioned within an application. There are countless other CV templates throughout this website as well as additional tools and suggestions for those actively seeking employment. Please have a further look at your earliest possible convenience.

First M. Last

New York, NY • (212) 123-4567 • first.m.last@resumeworded.com • linkedin.com/in/username

EXPERIENCE

- 2016-Present **RESUME WORDED & CO.** San Francisco, CA
Head of Business Development and Operations
- Managed cross-functional team of 10 in 3 locations (London, Mumbai and New York), ranging from entry-level analysts to vice presidents, and collaborated with business development, data analysis, operations and marketing
 - Launched Miami office with lead Director and recruited and managed new team of 10 employees; grew office revenue by 200% in first nine months (representing 20% of company revenue)
 - Designed training and peer-mentoring programs for the incoming class of 25 analysts in 2017; reduced onboarding time for new hires by 50%
 - Led the transition to a paperless practice by implementing an electronic booking system and a faster, safer and more accurate business system; reduced cost of labor by 30% and office overhead by 10%
 - Organized and advertised quarterly networking events with 500+ participants in six cities across California
 - Notes: Your most recent experience should have the most detail; avoid using more than 6 bullet points per experience...
- 2012-2014 **INSTAMAKE** Beijing, China
Product Manager (2013 – 2014)
- Notes: If you have accomplished a lot at one company and have more than 6 bullets, split them up into two different job titles at the same company, like in this example
 - Spearheaded a major pricing restructure by redirecting focus on consumer willingness to pay instead of product cost; implemented a three-tiered pricing model which increased average sale 35% and margin 12%
 - Promoted within 12 months due to strong performance and organizational impact (one year ahead of schedule)
 - Identified steps to reduce return rates by 10% resulting in an eventual \$75k cost savings
- Business Analyst** (2012)
- Analyzed data from 25000 monthly active users and used outputs to guide marketing and product strategies; increased average app engagement time by 2x, 30% decrease in drop off rate, and 3x shares on social media
 - Decreased uninstallation rate by 40% by introducing an interactive tutorial at app launch
- 2011-2012 **RESUME WORDED & CO.** San Francisco, CA
Technical Analyst
- Overhauled obsolete legacy source code of two production applications, resulting in increased usability and reduced run time performance by 50%
 - Analyzed data from 25000 monthly active users and used outputs to guide marketing and product strategies; increased app engagement time by 2x, 30% decrease in drop off rate, and 3x shares on social media

EDUCATION

- 2014-2016 **RESUME WORDED BUSINESS SCHOOL** New York, NY
Master of Business Administration Candidate; Major in Business Analytics
- Awards: Bill & Melinda Gates Fellow (only 5 awarded to class), Director's List 2017 (top 10%)
 - Leadership: Resume Worded Investment Club (Board Member), Consulting Club (Engagement Manager)
- 2007-2011 **RESUME WORDED UNIVERSITY** San Francisco, CA
Bachelor of Engineering, Major in Computer Science; Minors in Consumer Psychology and Mathematics
- Note: Your education section can be much shorter than this, only add bullet points to your education if they add value to your overall experience; prioritize accomplishments in your work experience

OTHER

- Languages: Spanish (native), Chinese (intermediate)
- Technical Skills: Python, MATLAB, Excel, enter keywords from the job description...
- Certifications: CFA Level 2 (August 2016), ABC Certification, [other certification required in job description]
- Volunteering: Volunteered 20 hours/month at Alzheimer's Foundation (2012-2014)

Bank Officer CV Sample

/David Seton/15 Anyroad, Anytown/01234 55553444/davidseton@anymail.com

Professional Summary

Highly organised Bank Officer. Effectively identifies and quickly resolves complex financial issues. Banker who thrives in environments which are dynamic and fast-paced. Innovative and knowledgeable banking professional with extensive experience in finance, sales, and marketing. Believes in integrity, efficiency and exceptional customer service.

Core Qualifications

City & Guilds, Financial Management Diploma 2008

Professional Qualifications

- Comprehensive understanding of all banking procedures
- Good knowledge of all finance and accounting procedures
- Profit & Loss accounts management
- Tax compliance and planning
- Strategic planning and fund management
- Corporate accounting
- Risk and debt evaluation and management
- Thorough understanding of regulatory regulations and laws

Academic Qualifications

University of London 2007 Bachelor of Arts: Finance London, England

Professional Affiliations

Rhombus Business and Finance Association

Key Skills

- Aptitude in account coding
- Collections proficiency
- Cash handling
- Mutual funds knowledge
- Bank security issues
- Debt and credit management
- Night & safe deposit systems

Work Experience

Bank Officer - Stonebridge Community Credit Union London - 2011 to Current

- Executing loan origination process that includes ordering preliminary title reports and credit reports
- Maintaining data confidentiality and updating secure banking systems
- Preparing financial reports for customers and management
- Mentoring junior bank staff employees on customer service and sales techniques

Bank Officer - Tellico Bank London 2008 to 2011

- Creating financial analysis reports on market research, borrowers' financial statements, commercial real estate, and lease reviews
- Providing expert financial advice on customer mortgage and both personal and educational loans
- Educating bank customers on available credit options and the multiple loan products

Assistant Bank Officer - Salamander Bank UK - May 2007 – May 2008

- Assisting senior-level bank credit officers with loan applications
- Maintenance of the daily loan applicant database
- Sorting, filing, and boxing documents

References

References can be supplied on request.

James Marcus

ACCOUNTANT

Summary

Accounting professional with good experience in a target driven environment. Proven track record in consistently and committedly delivering the services which enhance the company's credibility and profitability.

Experience

Senior Accounts Executive

Sea Gamer Group For Importing And Exporting

Sep 2018 - Present

- Prepared journal entries, complete general ledger operations, monthly, year-end closings and draw up financial reports.
- Reconcile and maintain balance sheet accounts.
- Ensured proper recognition of revenue and expenses for departmental cost center activity.
- Administer accounts receivable and accounts payable from our banks and treasury.
- Handled our account in banks and confirm the balances with our system.
- Assisted preparation and coordination of the audit process ,implementing and maintaining internal financial controls and procedures. .

Corporate Accountant

M&M Mining Industry Jan 2016 - Aug 2018

- Make special files for each bank separately and include the following (bank statements, bank reconciliation, checkers, issuing bank, bank account, etc.)
- Preparing bank reconciliation and preparing weekly reports.
- Preparing daily limits for bank reconciliation.
- Follow up the opening of banking facilities of all kinds and conditions and the preservation of documents in the files.
- Issuing letters of guarantee (primary/batch/final) and keeping them in their files.
- Preparation of daily restrictions on the issuance or cancellation of letters of guarantee.

Courses

Diploma in Accounts

University of California, Los Angeles Aug 2016 - Sep 2017

Certified Financial Investment

New York University Dec 2015 - Mar 2016

Contact

james_marcus@gmail.com

9999999999

New York, United States

linkedin.com/james.marcus

Skills

Financial Planning

Financial Accounting

Proactive worker

Public Speaking

Proficiency in spreadsheets

Research & Analytical

MS Office

Languages

English

French

Spanish

Education

MBA (Finance)

New York University

Apr 2007 - May 2010

Bachelor in Commerce

University of Florida

Mar 2005 - Feb 2007

Awards

Employee of the Year

Mining Industry 2018-01-05

Referral

Will be produced on request

Assistant accountant cv format in word. Cv format for accountant job in word. Junior accountant cv format ms word. Chief accountant cv word format. Sample cv for accountant in word format in india. Sample cv for accountant in word format free download. Senior accountant cv word format. Cv format for chartered accountant in word.

Are you an accountant looking to build the perfect curriculum vitae? Use our template today for a free example CV. Accountants help businesses make financial decisions by collecting, tracking, correcting, and communicating the financial position of the company. They record transactions, compile and analyze data, perform audits, assist with budgets and financial forecasting, compute taxes, and report their findings to management and other entities, such as the IRS or investors. Sobhan Mohmand, Career Expert 28 Apr 2021Tip: Use the Accountant CV Template below as an example to help you write your own personal and fully-tailored CV.20 Civic Call Clay Cross LD6 9JY Mob: 097 552 3421 Email: Personal profile statementI am an ambitious, motivated and multi-skilled Accountant with a keen eye for detail and working experience with accounts. I have excellent mathematical skills as well as being able to produce clear and concise reports offering sound advice on a variety of different subjects. Additionally, I am a clear and effective communicator and work well individually as well as part of a team. My excellent track-record in providing high-quality results combined with my honest approach and reliable nature would make me an asset to any organisation.AchievementsHighest Performing Graduate, PwC (2014)Excellence Award, Sheffield Hallam University (2013)Education2010 - 2013BSc (Honours) MathematicsSheffield Hallam University Grade achieved: [2:1]Relevant Modules:Mathematical MethodsBasic Computer ProgrammingBusiness MathematicsMathematical Analysis2009 - 2010Results: Mathematics: A Physics: B Economics: BA LevelsSummerfield School Sixth Form 2001 - 2008Results: 11 GCSEs at Grades A*-C.GCSESHall Cross School Work experienceOct 2014 - PresentAccountant PwCMain duties performed:Dealing with sales invoices, income, receipts and paymentsOffering tailored financial advice to both individuals and companiesReviewing companies' financial accounts information and offering advice and support on tax and risk preventionPreparing statements showing income and transactionsCompleting and submitting VAT returnsPreparing staff wages and managing claims for expensesChecking that company accounts are accurate and up-to-datePerforming credit control duties, as and when requiredDevising and implementing cost saving measuresLiaising with the bank on behalf of the clientsPreparation of monthly payroll and administering staff holidays and absencesProducing year-end reports such as P60sProviding financial data management for small and medium-sized companiesMonitoring and handling business expensesResponsible for financial accounts including budgets and cash flowHelping to prepare annual accounts using computerised accounting systemsPerforming corporation tax submissionAssisting junior member of staff with complex accounting and auditing casesCompleting and submitting tax returns for self-employed workersVerifying financial calculations and ensuring everything is factual and correctDeveloping and maintaining databases for filing purposesMaintaining up-to-date records and ensuring everything is kept confidentialFeb 2014 - Sept 2014Assurance Graduate PwCMain duties performed:Supporting auditing teams in carrying out research for a variety of external stakeholders and clientsWorking as part of the risk assurance team and offering advice on reducing and managing risks within a corporate environmentWorking with public sector companies and offering advice and support on finances and areas of future developmentReviewing operations and helping to increase success and reduce any risksQualificationsICAEW Chartered Accountant Qualification, ACAAAAT Advanced Diploma in Taxation and EthicsSkillsI feel very confident in communicating with people from all walks of life. I have always taken responsibility for arranging and leading group meetingsComputer literate adept in the use of Sage, Sun Accounts and MGPAdvanced knowledge of Microsoft Office, in particular, Excelable to multi-task, with the ability to prioritise workloads in the face of deadlinesHobbies and interestsI have recently joined my local rowing club, which is something I have never tried before, but enjoy a great deal. It has not only given me the opportunity to stay fit and healthy, but it has also given me the chance to meet new people and develop my team building skills in the process.ReferencesMr Sebastian Mellor Director, PwC Address: 20 Tenby St, Crowle, 140 1WS Tel: 0323 2349 5666 Email: Mrs Julia Hammond Lecturer, Sheffield Hallam University Address: 1 Oozells St, Dewsbury, W10 4PJ Tel: 0330 2412 9999 Email: Please note: the above CV Example is presented in the UK format and layout.PreviewDownloadClick here to download the above CV Sample (blank).COLLECTION: You may also want to browse through our collection of Free CV Templates and download any of the editable CVs to create your own (available in Microsoft Word format and convertible to PDF).TipsWorking under pressure: Working as a qualified Accountant means that you will be extremely busy most of the time and be working on dozens of financial cases each month. It can get quite stressful to deal with multiple clients at the same time, particularly during peak times in the year. You should, therefore, give some real-world examples on your CV of instances where you have worked under pressure, in a fast-paced working environment or have dealt with multiple tasks or projects at the same time with a successful outcome.Good Luck!Share on FacebookTweet on Twitter Written by Sobhan Mohmand Sobhan is a qualified Careers Advisor and Professional CV Writer with over 10 years of experience in helping job seekers get a job. He is a Member of the Careers Development Institute (CDI) and is listed on the official UK Register of Career Development Professionals. He holds a Level 6 Diploma in Career Guidance and Development (QCF). SALARY RANGE £25,000 - £50,000ENTRY Degree and Relevant Work ExperienceWORKING HOURS 37 - 40 hours per weekCommunication Skills Ability to communicate effectively with clientsWriting Skills Excellent writing skills to write clear and concise financial reports and statementsAnalytical Skills Examine financial information and propose solutions based on the findingsAttention to Detail Providing accurate and consistent results without overlooking "small details"Numeracy Skills Dealing with numbers, figures and calculations in a financial context and keeping records of all the financial affairs of the businessResearch Ability to research legal and accounting matters in a focused manner A very smart, clean two page CV template that would ideally be suited to a finance, business or analyst type role. Making use of the Open Sans font family, this CV has a fresh, spacious layout and stylish centred headings. The graphics add a subtle but individual touch that helps to get this CV template noticed.CV ref: #176File size: 34kbFile format: .docx (Microsoft Word)File name: Accountancy-CV-template.docxFonts required: Open Sans Extra Bold, Open Sans Light, Open Sans (all freely downloadable from Google)Price: Free download User rating: Accountant CV example: free accounts-themed CV template in Microsoft Word format 4.6 rating based on 12,345 ratings Overall rating: 4.6 out of 5 based on 34 reviews. (cv-template/accountancy-cv-template/ A fresh clean design that was created for accountancy roles but could just as easily be used for any type of job application, with some minor tweaking. Download and install the Open Sans font family before you start editing - and take care to ensure that the header is centred after you have replaced the dummy text with your own name. Click here to view a preview of this CV template (PDF)Click here for our CV editing guideDon't like this CV template? Find another: Review this CV template: This is a text-only preview - download the formatted Word file using the link above.123, THE STREET, CITY NG1 234 | 07456 123456 | JOEBLOGGS@HOTMAIL.COMOBJECTIVEI am an experienced and qualified Accountant (ACCA) with 7+ years of experience of working in busy accountancy environments. Through my experience I have become a confident communicator who is happy to work directly with individual clients and equally comfortable delivering reports to a boardroom. I am also a capable leader, currently supervising and mentoring three junior members of the accountancy team.SKILLSAbility to solve problems independently.Able to communicate effectively with at all levels, to both financial and non-financial stakeholders.Highly capable Microsoft Excel user with previous experience of using SAP accounting software.Comprehensive knowledge of accounting standards, including GAAP and revenue recognition.Ambitious and driven, willing to adapt to business needs and requirements. • Experience interviewing clients.Great communication skills.Highly motivated and ready for a challengeExperience using Business Information databases to analyse the performance of the businessWilling to travel to meet clients.Willingness to listen and learn with a 'can do' attitudeWORK HISTORYAccountant | ACCOUNTS FOR YOU LIMITED, MANCHESTER 2014 - dateAssisting in preparation of the monthly Management Accounts and providing relevant analysis.Preparing Balance Sheet reconciliations and ensuring accuracyWork capital managementAnalysing departmental costsAssisting in preparing statutory accounts and with the audit processProviding support for forecasting, budgeting and business planning processes.Handling accruals and prepaymentsAnalysis of overheadsSupporting the finance manager with various month end tasksCompleting the year end auditManaging sales pricing and promotions together with all accruals including logistics costs in conjunction with the Sites' Commercial TeamsSupervision of 3 junior accountancy staff membersAssistant Accountant | ACCOUNTING PRACTICE 101 LIMITED BIRMINGHAM 2012 - 2014Producing the weekly cashflow reports and analysing variances within those reportsPosting and allocating cash paymentsProducing reconciliations and factoring sales invoices for customerTracking overhead spending, including processing purchase requisitionsAssisting with forecasting and budgetingCompleting month end and purchase order accrualPreparing and processing VAT returns, analysing and feeding back any variancesAssisting in practice development and growth.Pro-actively challenging and assessing company working practices to drive improvementQUALIFICATIONSProfessional Diploma in Accounting (Level 4) COLLEGERUS, MANCHESTER I completed my Professional Diploma in Accounting (Level 4) to attain MAAT status in 2014. 2014Advanced Diploma in Accounting (Level 3) COLLEGERUS, MANCHESTER 2012Foundation Certificate in Accounting (Level 2) COLLEGERUS, MANCHESTER 2011MEMBERSHIPSInstitute of Financial Accountants MEMBER Since 2016Association of International Accountants MEMBER Since 2014ICPA MEMBER Since 2012INTERESTSWhen I am not working, I enjoy going to the gym, spending time with my family and abseiling. I am also an avid reader of non-fiction books with a keen interest in the history of Scotland.REFERENCESEllie Bells, CEO - Accounts For You Limited elliebells@accountsrus.com (01924) 123456Jimmy Owen, Manager - Accounting 101 jimmyowen@accountingpractice101.com (01922) 789012Template details: Here's a full preview of page one of this accountant CV example:And here's page two:NB: This CV template was originally published on 16th January 2019 and it has been completely updated for 2020.Q: What does a spelling mistake on my CV say to an employer?When the hiring manager reads your CV they are not just looking to tick as many boxes as possible from the list of skills and qualifications they requested, they are also trying to paint a picture of how you'll function as part of a team and how you'll fit into the company's culture.Are you a diligent person, hard working, passionate, dedicated, friendly, positive...?So what does a teeny tiny spelling mistake have to do with all this, and what will a spelling mistake on my CV say to a potential employer?It says you're lazy...You'd be surprised to know that a spelling mistake, no matter how trivial it may seem, could give the employer the impression that you're lazy. A hard working employer is a mandatory requirement of any business, and if you're not able to ensure your CV is completely free of errors you could project a lazy attitude and approach in your work.It says you're not diligent...An employer wants to see a certain level of diligence in an employee so they can easily spot mistakes and rectify them. Having a good level of diligence allows an employee to highlight potential issues so they can be solved quickly and efficiently.A spelling mistake on your CV will clearly identify that your level of diligence is lacking, as you were unable to pick it up and solve the problem before you applied for the job. This sloppy approach could instantly mean rejection when it comes to trying to get an interview.It says you don't care...If the job means that much to you then your CV would be free of errors - spelling, grammatical, formatting, and anything else that could end in rejection. The employer is looking for someone who is passionate and dedicated to getting it right the first time, and for an individual that wants to work for the company.It says your literacy skills need work...An important aspect of most jobs is to have good literacy skills, which is why a spelling mistake could instantly put you at a disadvantage over other applicants. If you are applying for a clerical position then a spelling mistake on your CV will not look good at all. Even if you're applying for a position that you'd expect not to have to put pen to paper, you'd be surprised to find that at some point you still have to. In any case, all of the previous reasons we've mentioned so far would come into effect, so even if you don't need to have a degree in English you could make a bad impression with the employer.A CV free of spelling mistakes can put you one step closer to victory, and shows the employer that you've taken the time and effort to proofread your CV and ensure it's perfect. After all, if you do really care that much for the job you would have spotted it!Make the most of this accountant CV example.Mention your memberships! Membership of a professional organisation, like those on this accountant CV example, helps to demonstrate professionalism. Accountants will typically be affiliated with the ICAEW (UK), ICAS (Scotland), ICAI (Ireland), ACCA (global), CIPFA (public services) or CIMA (Management).Choose good hobbies! For example, sports and fitness activities can show an interest in your health and wellbeing (which tells an employer you're less likely to take sick days). Find out more - 'Does the hobbies section of my CV really matter'?More CV templates like this:Jen Wiss-Carlina has been a Senior Manager and Consultant for several sizeable companies which included dealing with all aspects of staff management and recruitment. She is also a Solicitor and Chartered Legal Executive, having been admitted as a Fellow in February 2006.

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