

Adalat Jurat

3/142 Marsden ST
Shortland NSW 2307
Mob 0414109394
Email adalat.jurat@gmail.com

I am a graduate accountant, highly motivated enthusiastic person who is willing to learn. I am seeking a trainee accountant position to establish my career.

Education

Feb 2009- Jun 2011 Bachelor of Business (Accounting)

Holmesglen Institute of Higher Education –Chadstone
Course: Advanced Accounting Theory, Auditing, Assurance Services, Corporate Governance, Taxation Law, Corporations Law (25 subjects)

Jul 2008- Dec 2008 Diploma of Accounting

Holmesglen Institute of TAFE- Chadstone
Course: Income Tax Return, Management Accounting, Internal Control (8 Subjects)

Jul 2007- Jun 2008 Certificate IV in Financial Services (Accounting)

Holmesglen Institute of TAFE- Chadstone
Course included MYOB, Bookkeeping, Law, Math, and Basic Accounting (24 subjects)

Mar 2006- Mar 2007 Chinese-English Translation

Beijing Culture & Language University- Beijing
Course: advanced English in listening, speaking, reading, writing
Translation: Chinese↔English.

Employment History

Jul 2007- Jul 2009 Cashier, Store Clerk

IGA Supermarket Flemington

- Working at the till and balancing the till at the end of the day and reconciling electronic payments
- Checking incoming stock from suppliers; ensuring the stock matches purchases orders; reporting inconsistencies; Performing the end of week newspaper return
- Liaising with new suppliers and advising manager of possible new products
- Removing expired and obsolete stock from shelves; supervising of junior tellers; handling customer complains

Apr 2007-Jul 2007 Cashier, Store Clerk
Cato Street Supermarket
➤ Working at the checkout counter
➤ Data entries of all stocks, purchases and sales into MYOB
➤ Balancing the till, reconciling EFT and other credit transactions
➤ Cross checking prices of competitors and advising management of same products

Mar 2006- Mar 2007 Language Tutor
Beijing Language & Culture University
➤ Taught written and spoken English to Mandarin speaking students
➤ Taught written and spoken Chinese to English Speaking students

Skills and Abilities

Financial

Account preparation with MYOB;Accounts payable and receivable
Payroll; Financial reporting; Invoice preparation & management; Strong numeracy skills

Computer Software

MS Office- advanced Word, Excel, PowerPoint, Access
MYOB, Internet, Database Research, Email

Communication

Strong Verbal and Written Skills in English, Mandarin, Uyghur

Teamwork

Effective team member- worked on many project in team environment and had excellent achievement

Organizational Administrative

Fast and Accurate at completing tasks, forward planner
Touch- typing ability- 65 wpm

Referees:

Helen Wilson

Course Coordinator - Accounting Degree
Business Service Centre
Holmesglen Institute
Phone:(03) 9564 1996
Email: helen.wilson@holmesglen.edu.au

Phillip Wong

Unit Coordinator - Accounting Degree
Business Service Centre
Holmesglen Institute
Phone:(03) 9564 1996
Email: phillip.wong@holmesglen.edu.au