**Mala Narula**

177-179 Wan Chai Road, Wan Chai Hong Kong

Phone: +852 6035 9167

Email: mala\_narula@hotmail.com

**EDUCATION AND TRAINING**

**2013 – 2016 Institute of Chartered Accountants – Australia & New Zealand** **(Expected)** Diploma of Chartered Accounting

**2008 – 2012 Macquarie University**

Bachelor of Applied Finance and Bachelor of Commerce – Accounting

# EMPLOYMENT HISTORY

|  |  |
| --- | --- |
| **September 2015 to Current** | **Telstra (Hong Kong)**  *Senior Internal Auditor*   * Assess governance and internal controls through various audits for Telstra’s international operations following Telstra’s internal audit methodology. * Integration Program (Hong Kong) * Global Delivery Model (India) * Business Process Outsourcing – Call Centres (Philippines) * Pilot Country Audit (India) * Anti-Bribery & Corruption (Base: Hong Kong) * Prepare & Publish the monthly internal newsletter for the General Internal Audit team at Telstra (Melbourne & Hong Kong) |
| **February 2015 to August 2015** | **Telstra (Sydney)**  *Finance Graduate – National Broadband Network Retail Finance*   * Preparation & distribution of the monthly NBN sales consumer and business report * Input financial metrics (e.g. revenue, ARPU, SIOs) & physicals (rollout, connections, market share) into the NBN dashboard from various sources & calculations and * Prepare pack for Business Performance Review for Telstra NBN team * Prepare and finalise the NBN dashboard for the results meeting with Executive Director of NBN * Analyse financial metrics for variances and anomalies that require further investigation |
| **August 2014 to January 2015** | **Telstra (Sydney)**  *Finance Graduate – Pricing Strategy*   * Constructing Bring your own device plans for Global Enterprise Customers (GES) * Developing strategy on connected tablets and researching market share in Australia * Assisting with the development of Enterprise Fleet Plan refresh for (GES) * Draw on conjoint simulations to do sensitivity analysis on Telstra consumer plans * Created a prioritization tool for customized pricing team based on pipeline deal on a quarterly basis * Inputs into the FY16 -18 pricing plan * Brainstorm convergence constructs and inclusions |
| **February 2014 to July 2014** | **Telstra (Sydney)**  *Finance Graduate – Global Enterprise Services Finance (Westpac Account)*   * Acting Commercial Manager (1 month) * Updating & submitting monthly NAS forecast & cost analysis * Preparing data & attending weekly interlock meeting (Sales Team) * Presenting the financials at the monthly account governance meeting to account management * Assisting the CDE (Customer Delivery Executive) with queries/requests * Asset Management Analysis – Assisted commercial and T&T teams to clean up the remedy system to assist in correct billing for Westpac under the new contract by analysing large volumes of asset data |

* Identified, highlighted and presented variances, anomalies & trends to a wide audience of senior managers across commercial team, service delivery team, architects and asset managers
* Analysed SLAs in the new Westpac contract and their financial implications on the account
* Interviewed solution consultants & project managers weekly to get input for the weekly cadence meeting
* Updated and monitored monthly projects and billing

|  |  |
| --- | --- |
| **July 2009 to**  **January 2014** | **Winn Croucher Partners Pty Ltd (Sydney)**  *Accounting Assistant & Senior Tax Accountant*   * Individual Tax Returns * Accounts – Company, Superfund & Trust Tax Returns * High use of MYOB, Tax Agent Portal & Desktop Super * Business & Instalment Activity Statements * Tax Compliance Investigations / Advice for clients * Auditing clients * Training to audit self-managed super funds * Supervising & Training Junior staff |
| **October 2013 to March 2015** | **Private Tutor (Sydney)**  *HSC Accounting* |
| **January 2012 to February 2012** | **Crowe Horwath (Sydney)**  *Summer Vacationer (Audit)* |

**SKILLS GAINED**

# Professional Skills

* Microsoft Office Skills
* Stakeholder Management
* Relationship Building
* Conducting audit interviews
* Leadership
* Organisation & Prioritisation
* Problem Solving
* Team Collaboration
* Working under pressure with a time constraint
* Taking direction from supervisors
* Analysing large sets of data and understanding trends
* Providing commentary on actual, budget & forecast variances

# EXTRA CURRICULAR ACTIVITES

* Member of the Sikh Youth Association of NSW
* Choreograph & perform Bollywood dances at events & functions (private & charity)
* Played with Woman’s North West Hurricanes Cricket Team and previously played with the Gordon woman’s cricket team.
* Part of the buddy program for new Telstra graduates (Domestic & International)
* Hiking – Hong Kong Trails

# INTERESTS AND HOBBIES

|  |  |
| --- | --- |
|  Cricket |  Movies |
|  Dancing & Performing |  Playing the Harmonium |
|  Charity & Volunteer Work |  Travelling |
|  Current Affairs    **PERSONAL QUALITIES** |  Spending time with family & friends |
|  Reliable |  Motivated |
|  Honest / Trustworthy |  Responsible |
|  Hard working |  Fast learner |
|  Collaborating in team environment |  Working independently |
|  Strong communication / People person |  Organised |

# LANGUAGES SPOKEN

* English
* Punjabi
* Hindi

# REFEREES

- Available on request