# Melvin Li

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External auditor

To secure an auditing position where I can use my knowledge and skills to make contribution to value organisation’s goals.

**PROFESSIONAL SUMMARY:**

Self-motivated accounts officer professional with a progressive career spanning over 3 years. Well versed in posting cash receipts, adjustments, credit memos, and wires to invoices. And track records of reconciling customer accounts and auditing of invoices. Key strengths include; ability to handle multiple accounting tasks, a knack for handling discrepancies and exceptional multitasking skills.

**AREAS OF EXPERTISE**

|  |  |  |
| --- | --- | --- |
| * Accounts Payable Processes & Management * Invoices/Expense Reports/Payment Transactions * Corporate Accounting & Bookkeeping * GAAP Standards & Government Regulations * Vendor Negotiations & Management * Creative Thinking and Problem Solving | * ERP and Financial System Technologies * Records Organization & Management * Journal Entries &General Ledger * Teambuilding & Staff Supervision * Spread sheets & Accounting Reports * Administrative Skills |  |

**EDUCATION BACKGROUND**

**Master of Professional Accounting** Mar 2016

Deakin University, Melbourne, Vic

**Master of Business Administration (International)** Mar 2016

Deakin University, Melbourne, Vic

**Bachelor of Commerce: Commercial law and Finance Majors**Nov 2013

Deakin University, Melbourne, Vic

**Diploma in Commerce** Oct 2010

Melbourne Institute of Business and Technology (MIBT), Melbourne, Vic

**Certificate IV in Commerce** Feb 2009

Deakin University, Melbourne, Vic

**COMPUTER SKILLS**

* Speed and accuracy in data entry (Advanced)
* Microsoft Office - Word, Excel & Outlook (Advanced)
* **Accounting** **Software** - **MYOB (Advanced)** **Xerox (Advanced)** **QuickBooks (Advanced)**
* Accounting EPR- SAP & Oracle (Intermediate)

**TRANSFERRABLE SKILLS**

* Energetic, well-organized, great team player, self-motivated, service-oriented, and result-oriented individual.
* Strong technical accounting skills topped with excellent research and financial analysis abilities
* Office Management - Performed general office duties, such as maintaining records as well as filing and retrieving corporate documents, records, and reports.
* Record Management – Deft at developing and managing large and complex administrative projects, including maintaining record and information systems.
* Communication - Ability to communicate effectively to influence positive outcomes with managers, staff and key stakeholders. Excellent word processing, honed the art of influencing and negotiating.
* Problem Solving – Strong ability to collect data to conduct solution and to investigate case by case to conduct solution. Proved ability to act independently with minimal daily tasks from manager.
* Time Management – Strong ability to set up priority to meet deadline and high pressures.

**WORK EXPERIENCE**

Hamilton Finley Estate Agent, Box Hill, Vic **July 2015 – Aug 2017**

**Assistant Accountant / Senior Trust accountant (Full-time)**

**Key Duties**

**Trust Accounting Function (Primary function)**

* Balanced each processor's batch to trust and scanned remote deposits to bank
* Collaborated with agents and contracts department in processing checks to ensure proper compensation
* Verify payment status of client open items and finance premiums as necessary, verify advance authority on all advance requests received
* Monitor and provide follow-up for all past-due items, communicating status to necessary personnel
* Evaluate clients aged receivable, applying credit and other requests to successfully clear balances.
* Aided in gathering data and preparing for client audits
* Communicate with clients via phone and email to keep our records up to date and accurate
* Demonstrated processes for clients and meetings
* Effected change in methods and procedures to increase productivity

**Assistant Accountant Function (Primary function)**

* Accountable and responsible for all A/P &A/R functions as are described below
* Prepared and updated company budget and cash flow forecast
* Prepared government and non-profit financials including balance sheet, profit and loss and cash flow statements
* Completed the weekly check runs and prepared cash disbursement reports
* Reviewed invoices for coding accuracy and approval
* Investigated and resolved issues involving payments or invoices
* Assisted with employee payroll

**Account Payable Function**

* Processing of creditors invoices
* Raising of payments ensuring proper authorisations – via cheque and electronic funds transfer
* Processing of corporate credit card transaction – ensuring corporate purchasing policy is being followed by relevant cardholders
* Responsible for ensuring timely payment of loans, grants and bills
* Monitoring and processing of payments and expenditure
* Communicate with creditors regarding outstanding accounts and payment of outstanding accounts

**Account Receivable function**

* Debts collection that ensure suppliers and vendors are paid according to the set time limits
* Daily banking and bank reconciliation
* Processing monthly journal
* Ensuring all the organization’s finances are precise and up to date

**Payroll Function**

* Assisting Financial Controller where required with the fortnightly processing of payroll transaction
* Minimal exposure

**Compliance Activities**

* Assist Financial Controller where required with compliance regime with regards to GST, PAYG Withholding, Superannuation, Payroll Tax, Fringe Benefits Tax and Work Cover

**Other tasks where required**

* Assisting manager to provide reliable and pertinent information for organizing and allocating funds, improving transparency and accountability

SUNCOPY DIGITAL PRINTING, Sunshine West, Vic **April 2015 - July 2015**

**Accounts Officer – Receivable/ Payable (Part-time)**

**Key Duties**

**Account Receivable Function (Primary Function)**

* Daily Invoicing and daily banking
* Receipt of customer payments – process cheque payments, credit card transactions and direct deposits
* Processing monthly journals
* Following up on collection and resolving overdue invoices, and monitoring and accurate payment matching
* Communicate with staff or customers regarding invoicing and payment of invoices

**Account Payable Function (Secondary to Account receivable function)**

* Maintain listing of accounts payables
* Verify pay amounts, hours of work, deductions, ETC.
* Manage and reconcile office petty cash

**Administrative Functions**

* Maintain updated customers’ files via company system
* Photocopying and collating paperwork
* Filling paperwork

VITA BUILT Pty Ltd, North Melbourne, Vic **Oct 2014 – April 2015**

**Bookkeeper (Part-time)**

**Key Duties**

* Receives, approves and, when necessary, investigates client’s accounts payable invoices.
* Codes payables for accounts payable clerks to input
* Communicates (both in verbal and written form) with clients, client suppliers, vendors, and banking contacts
* Keeps track of clients assets
* Handles client mail
* Prepares appropriate schedules and reports as requested by clients and partners
* Deposits accounts receivables into client bank accounts
* Receives, reviews, and posts broker statements
* Performs other duties as assigned from time to time by accountants or partners

KegS ON LEGS, North Melbourne, Vic **Dec 2013 – April 2014**

**Bookkeeper/ Administrator (Casual)**

**Key Duties**

* Data enter invoice for payment and batch pay sheets for data entry
* Maintain updated vendor files and file numbers
* Assist upper manager for month end reconciliations
* Maintain and balance accounts regularly including managing transaction and flow of cash
* Familiarity and expertise with excel and company system for recording staffs’ commissions
* Employed excellent communication and presentation skills and direct reporting to upper manager
* General office administration duties

Australia Tour Management, Carlton, Vic **Nov - Dec 2012**

**Tour Assistant (Contractor)**

**Key Duties**

* Took part in organising a 7-day conference tour for 4400 staffs from Amway.
* Guided personnel from Amway to event location including Philip Island, MCG, and Exhibition centre.
* Involved in the management of transport; organising coaches as well as road signs.

**REFEREES**

Available if request.