

Christopher Back

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Career objective

I am a highly motivated worker that has been working as a media payables officer for the last two years. I am accustomed to working in a high-speed environment with multiple strict deadlines which must be kept to maintain good relations with all our external vendors and internal staff. I aim to deliver high quality work, whilst help improve processes with my innovative mindset and work in a team environment, which is where I strive. I am seeking to refine my accounting skills in an organisation that seeks the same value.

Education

- **2014 – 2018: University of Technology, Sydney**
Course: Bachelor of business with a double degree in Accounting and Finance
- **2008 – 2013: Christian Brothers High School, Lewisham**

Professional experience

Mawson Infrastructure group – Junior accountant

Mawson Infrastructure is a company that mines Bitcoin over in the U.S. Whilst working there, I helped set up the U.S office and help get them listed on the NYSE. My main responsibility at the time was to deal with bank reconciliations, pay invoices and send out invoices. I also dealt with our Israel office when we were trying to get listed on the NYSE.

- Responsible for bank reconciliations of Israel accounts, U.S accounts and Australian accounts.
- Dealt with inter-company payments between Israel, U.S and Australian accounts.
- Planned weekly payments to our vendors and sent out invoices to get paid for our services.
- Communicated closely with CFO, CEO and CTO to schedule payments and manage our U.S bank accounts when they were running low on funds or needed new items.
- Managed the mailbox for the finance division.

Achievements:

- Quickly adapted to new ERP (Oracle Netsuite) and understood it's functions to work more efficiently.
- Successfully started the weekly payments from the second week onwards without help.
- Handled talking to overseas vendors to pay correct invoices and dealt with shipping, GST and currency exchanges.
- Finished all the bank reconciliation with receipts coming from U.S, Israel and Australian team alone before the deadline to get listed on the NYSE.

Omnicom Media group – Media Payables Officer

Omnicom Media Group is a marketing and communications holding company that provides services which include advertising, customer relationship management and specialty services. Examples of these services are media planning and buying, digital and interactive marketing, field marketing and brand consultancy.

- Responsible for reconciliations and payment of specific media types, including both local and overseas payments.
- Matching, validating and reconciling media supplier invoices with our system (Spectra MD).

- Working closely with our media team to ensure all account queries are resolved prior to when the media supplier must be paid.
- Ensure all reconciliations and payments are correct and on time for our monthly payment deadlines.
- Assist with month-end close-off, payment runs and general reporting of our accounts.
- Ensure all electronic scanning and filing is complete every month to ensure we have back up records of our payments and invoices we have received.
- Work collaboratively within our own team and wider Finance team with other workload requirements, such as preparing for audit checks.
- Maintain strong relations with our external vendors, internal teams and other finance divisions and management to ensure smooth communication on all levels.

Achievements:

- Understood and adapted to the different payment methods of each media type which also includes the different fees that are applicable to the media types such as media commission and GST applications.
- Successfully moved teams from local accounts to overseas accounts with no difficulty and proved my understanding of the accounts efficiently.
- Created own excel worksheet with over 100 different accounts to keep track of which accounts have been finished or have difficulties to maximise time efficiency.
- Efficient in the use of our own system Spectra MD and able to explain how to use it to others without any difficulties.
- Due to strong work ethic, I was trusted to be the back-up mailbox person doing administration duties whilst also balancing my normal workload daily.

Parramatta Uniqlo – Floor staff

Uniqlo is a Japanese casual wear designer, manufacturer and retailer. The Parramatta store is one of the many subsidiaries owned by the Fast Retailing group in Australia.

- Maintain good work ethic by ensuring customer relations were strong through verbal and non-verbal communication.
- Enhanced teamwork skills by making use of communication lines to find out which sections of the store needed assistance.
- Worked closely with on-site upper management team to help create a friendlier atmosphere for the customers to shop.

Achievements:

- Always met the quota when asked by management to sign up new members to our loyalty program.
- Assisted in reaching the daily sales KPI by actively participating in sales announcement, handing out bags and quality customer service skills.

Professional skills:

- Responsible, well-mannered and presentable.
- Strong Microsoft office suite.
- Accounts payable.
- High-level numerical literacy and attention to detail.
- Strong problem-solving analytical mind.
- Thrives in team environment however can also work independently with confidence.
- Excellent customer service.
- Exceptional written and verbal communication skills.
- Innovative minded.

Referees:

- Will be provided upon request.