

TAO BIAN (Fred)

E:

M:

Key Skills

- Computerized and manual accounting including bookkeeping
- Proficient user of Excel, Word and PowerPoint
- A good team player
- Good customer service skills
- Hard working, Honest and reliable
- A fast learner
- Familiar with Outlook
- Fluent in both English and Mandarin
- Display a genuine interest in learning and experiencing new things
- Thrive on working in a team. Be able to work collaboratively with all team members.

Education

Professional Year Program

Mar/2015-Mar/2016

Performance Education, Melbourne

Key Skills: Professional Business Writing and Communication, Australian Business Culture, Achieving Career Success

Master of Professional Accounting

Jun/2011-Feb/2013

Deakin University Melbourne, Australia

Key Achievements: obtained D average

Master of Commerce

Jun/2011-Feb/2013

Deakin University Melbourne, Australia

Key Achievements: obtained D average

Experience

Fantasy Caravan

July/2021-Current

- Work as a Human Resource Officer
- Recruiting and induction new staff
- Prepare contract and relevant documents for new staff
- Prepare Roster and collecting timesheets
- Managing company recruiting account
- Prepare performance review for staff with relevant departments managers

- Support management for other General HR duty

Vivo Packing (International Trading)

Apr/2020-Dec/2020

- Updated products information on company website
- Warehouse duty
- Managed orders and shipment for customers
- Managed company inventory and online sales
- Customer Service
- Preparing and completing warehouse orders for delivery or pickup according to schedule
- Receiving and processing warehouse stock products
- Performing warehouse inventory controls and keeping quality standards high for audits

Montgomery International Consultants (Education & Migration)

Mar/2018-Feb/2020

- Prepared documents for customers
- Give advice and plan to customers
- Applied visa for customers
- Cooperated with related institutions
- Worked as Director Assistant to Coordinate organizing company affairs

TK Australia (Education & Migration)

Oct/2017-Mar/2018

- Worked as a migration agent assistant
- Communicated with customers
- Fill up forms on IMMI for clients
- Completed paper form according to customer information
- Prepared documents for customers and migration agents
- Applied offer & CoE for customers
- To assist immigration agent to apply for visa

TK Australia (Real Estate Development)

Dec/2016-Oct/2017

- Worked as a project manager
- Coordinating internal resources
- Communicate with City Council
- Run real estate development proceeds
- Analyze market prospects
- Finding suitable development sites for the company

S & J Accounting Service, Melbourne (Training Program)

Apr/2015- Nov/2016

- Accurate banking of all daily sales income
- Utilized MYOB to generate reports and manage data
- Prepared Business Activity Statements (BAS) quarterly

- Prepared tax returns (individual and company)
- Produced bank reconciliations
- Completed financial statements
- Worked as a proactive member of a dynamic team

Ordish Café, Melbourne

Jun/2011-Feb/2013

- Worked effectively within a team environment and independently as required
- Developed communication skills through delivering professional customer service and working with colleagues and management
- Learned to work effectively in a fast-paced environment through multitasking while waiting on several tables at once
- Actively participated as a member of a dynamic team. Cooperated with colleagues in a friendly and helpful manner
- Demonstrated attention to detail through the accurate transfer of orders to kitchen staff
- Developed a strong work ethic by always being punctual and working overtime when needed

Referees

John Favers-Manager

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