

# CHRISTOPHER Q. TRI

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Unit 2/25 Joy Street, Braybrook VIC 3019

## PROFESSIONAL EXPERIENCE

### CS Accounting & Taxation Pty Ltd

Werribee — *Management Accountant / Business Services*

June 2015 - PRESENT

#### Key achievements:

- Used advanced Excel functionalities to automate working paper processes and developed new method of importing journals into internal software using CSVs, resulting in increased efficiency by 20%.

#### Responsibilities:

- Year-end and quarterly adjustments for client accounts including, ledger, prepayments, accruals, payroll, bank, GST and sales reconciliation.
- Bookkeeping and data entry.
- Preparation of financial statements and tax returns.
- Preparation of BAS/IAS and monthly payroll.
- Preparation of quarterly management reports including review and advisory in regards to profitability, cost saving measures, KPIs and quarterly adjustments.
- Trust account auditing, including review and testing of receipts, payments and ledgers.
- Liaison with clients, partners and stakeholders.
- Resolved complex tax issues including Division 7A and sub-trust implications.

### The Oaktree Foundation Australia

Richmond — *Financial Accountant*

February 2014 - June 2015

#### Responsibilities:

- Processing donations, payments, refunds and receipts.
- Reviewing and processing payroll for executives.
- Daily banking and general ledger reconciliations.
- Maintaining online platforms including Paypal and E-merchant.
- Scheduling foreign payments to overseas partners.
- Assisted CFO with preparation of monthly financial reports and stakeholders reports

### Quan Tran Financial Accountants & Tax Accountants

Footscray — *Assistant Accountant & Para-planner*

June 2013 - June 2015

#### Key achievements:

- Developed an advanced excel bookkeeping system, resulting in the bookkeeping and data entry process being fully automated and increasing efficiency by up to 70%.

#### Responsibilities:

- Bookkeeping/Data entry.
- Year-end adjustments including reconciliation of bank accounts, sales, GST, and payroll
- Preparation of financial statements and tax returns.
- Assisted financial planner with preparation of client reports.

**Pallet Control Australia Pty Ltd,**  
*Brooklyn— Accounting Intern (University Program)*

June 2011 - June 2012

Key achievements:

- Developed complex budget spreadsheets, resulting in improved budgeting process efficiency by 30%.
- Designed and implemented new business plans using historical data from prior financial reports.
- Forecasted future profits using custom budget models and complex calculations with high degree of accuracy.

## EDUCATION

**Chartered Accountants Program**

*Chartered Accountants Australia and New Zealand*

Melbourne, Australia

Expected Completion: 2019

**Bachelor of Business (Accountancy)**

*RMIT University*

Melbourne, Australia

Completion date: December 2012

**Diploma of Financial Planning**

*RMIT University*

Melbourne, Australia

Completion date: February 2016

## RELEVANT COMPETENCIES

- Highly proficient with MS office products with high degree of proficient and technical knowledge in Excel.
- Strong analytical skills and attention to detail.
- Proficient in Major accounting software including MYOB, Quickbooks, Xero and SAP.
- Strong knowledge in Taxation and financial reporting requirements in Australia.
- Strong team player and always seeking to innovate and improve processes.
- Strong communication skills

## CERTIFICATES & QUALIFICATIONS

- Xero Advisor Certification
- Certificate in Computerised Accounting in an ERP (SAP)
- Diploma of Financial Planning
- Chartered Accountant Qualification (expected completion 2019)

## PROFESSIONAL ASSOCIATIONS

**Chartered Accountants Australia and New Zealand** - Provisional Member

**RMIT University** - Accounting Alumni