

NATHAN BLAGA

Email: nathanblaga90@gmail.com

Contact Details: 0436190824

INTRODUCTION

- ❖ 10+ years of customer service experience.
- ❖ Excellent math skills and understanding of general accounting and finance.
- ❖ Proficient working with a variety of software, including: Microsoft Excel, Word, Eviews, Bloomberg, MYOB, Xero, QuickBooks and Reckon APS and Class Super.
- ❖ Excellent listening and communication skills.
- ❖ Quick learner, and flexible in applying new techniques in day-to-day operations.
- ❖ Able to seek out and utilise new sources of knowledge and data to construct solutions to ongoing problems.
- ❖ Works effectively on individual tasks and within groups.

EXPERIENCE

Graduate Accountant • BLG Business Advisers • August 2020 – September 2020.

- ❖ Developed business and taxation related knowledge to assist in the provision of advice to clients.
- ❖ Prepared financial statements, tax returns and business activity statements for individual, partnership, company and trust clients.
- ❖ Interacted with accounting software such as MYOB, Xero, QuickBooks and Reckon APS to perform daily tasks and responsibilities.
- ❖ Engaged with SMSF software such as Class Super to assist clients with managing and maintaining their accounts.
- ❖ Assisted with the drafting of tax advice to clients on particular transactions and events.
- ❖ Liaised with various Government agencies on behalf of clients including the ATO and ASIC.

Customer Service • Woolworths Group Limited • January 2016 – March 2020.

- ❖ Operated in the front-end service desk and provided friendly, helpful customer advice and aided in resolving any customer complaints or concerns.
- ❖ Responsible for the smoke shop including customer service and replenishment.
- ❖ Managed the self-service area.
- ❖ Operated ONEPOS software which aided the completion of tasks such as; POS & customer interaction.
- ❖ Operated StoreCentral & StorePortal software to aid in completing tasks such as; store inventory management, back office cash management and ticketing management.

Liquor Team Member • Woolworths Group Limited • June 2012 - January 2016

- ❖ Conducted annual stock take throughout several stores.
- ❖ Conducted daily liquor replenishment and stock take.
- ❖ Completed several courses in accordance with RSA standards and protocols.
- ❖ Operated ONEPOS software which aided in the completion of tasks such as; POS & customer interaction.
- ❖ Operated StoreCentral & StorePortal software to aid in completing tasks such as; store inventory management, back office cash management and ticketing management.

Nightfill Assistant • Woolworths Group Limited • August 2008 – June 2012

- ❖ Conducted daily stock/inventory replenishment.
- ❖ Conducted annual stock take throughout several stores.
- ❖ Operated StoreCentral & StorePortal software to aid in completing tasks such as; store inventory management, back office cash management and ticketing management.

EDUCATION

- ❖ University of Wollongong • July 2019 • Bachelor of Commerce • Accounting & Finance.
- ❖ Tafe NSW – Wollongong West • December 2008 • Certificate IV in Business.
- ❖ National Institute of Dramatic Art (NIDA) • 2008-2014 • Bachelor of Creative Arts • Open Program.

VOLUNTEER EXPERIENCE

St Vincent DePaul – Warrawong (2013-2016)

- ❖ Operated the cash register whilst handling cash based transactions.
- ❖ Handled book keeping duties such as: inventory management and recording daily transactions.
- ❖ Provided friendly, helpful customer service.
- ❖ Conducted daily stock take and evaluated the condition of new items donated for resale.

REFERENCES

Peter Cutajar

Organisation: Woolworths Group Limited

Role: Store Manager

Contact Details: 0414318514

Filipe Barros

Organisation: Highbury Partnership Pty Ltd

Role: Investment Banking Associate

Contact Details: 0435499874