

SKILLS

- ❖ XERO,MYOB
Account Right,
MYOB
Essentials
- ❖ Office 365,
Microsoft
Word, Excel and
PowerPoint
- ❖ Smart Sheet
- ❖ XPlan.
- ❖ Multitasking
- ❖ Time
Management
- ❖ Industrious
- ❖ Organizing
- ❖ Self-starter
- ❖ Hairdresser by
trade, skilled in
colouring,
cutting, styling
and formal
styling.

EXPERIENCE

Accounting Controller

My Fibreglass Pool Easy (MFPEasy Contracting Pty Ltd)

July 2015 to Present

- Manage all accounts using XERO.
- Process and submit Business Activity Statements and Installment Activity Statements for 3 companies.
- Processing Taxable Payments Annual Report Yearly.
- Accounts payable and receivable.
- Managing and processing month end journals
- Create and send all client invoices.
- Processing invoice approvals
- Process wages weekly.
- Reconciliation and manage job costing and budgeting.
- Job profit monitoring.
- Complete New Employee Contracts.
- Create contract templates and also complete client contracts.
- Manage and update the main pricing chart.
- Process card payments through Westpac Batch Advantage.
- Liaise directly with the accountant for various tax matters.
- Manage building licenses and insurances.
- Obtain home warranty insurance for each job.

Hairdresser

Owner/Operator (Home)

2011-Present

- Cutting- Women's and Men's
- Coloring
- Highlights
- Balayage/Ombre
- Color Correction
- Styling
- Up-styling
- Proficient in the use of Wella Professional and Affinage Professional Hair Colour

Receptionist then Accounts Administration Assistant

Visis Private Wealth

September 2013- July 2015

- Receptionist involved:
- Daily mail collection.
- Answering the reception phone and forwarding calls.
- Filing, coping and scanning.
- Banking cheques daily.
- Updating client information and their share accounts.
- Regular use of Xplan.
- Create and send our client invoices.
- Accounts Administration Assistant involved:
- Assisted the Company Bookkeeper with reconciling and balancing
- Create and send our client invoices.

Sales/Administration Assistant

National Car Service (Welding and Panel equipment)

May 2013- August 2013

- Telemarketing (Cold Calling, selling service and equipment (consumables) over the phone and reporting results.
- Managed and monitored another employee who also did telemarketing.
- Taking purchase orders and invoicing and processing payments.
- Accounts receivable and debt collection.
- Customer feedback calls and report making, worked towards KPI's.
- Booking flights, accommodation and hire cars for interstate trips.
- Daily using a CRM (Customer Relationship Management) system called Goldmine which involved documenting each incoming and out coming call, scheduling items in my calendar, creating and working on cases, opportunities, pending items and booking in services and breakdowns in the relevant state calendar.
- Regular data entry, emailing, answering reception calls, liaising with other staff members including the Warehouse Manager and Service Technicians and dealing with customers over the phone on a daily basis.

Receptionist/administration support

Compass Pool Centre North side

September 2012- April 2013 (only left this job as business shut down)

- Answering reception calls.
- Taking minutes in meetings.
- Using a CRM system called Leadwatch involving creating and updating leads and assigning them.
- Basic sales role consisting of taking the customers around the display pools and getting some initial sales information.
- Booking flights, accommodation and hire cars for interstate trips.
- Also performed tasks such as conducting eftpos transactions, emailing, data entry, answering phones, cleaning and tidying work areas, binding, scanning, copying, filing, printing, mail collection, lots of internet work, stock counting and general administration duties.

Hairstylist

Tracey G's Hair Gallery

2012

- Cutting- Women's and Men's
- Coloring
- Highlights
- Styling
- Up-styling

Customer Service Assistant

Aspley Hypermarket

September 2009- October 2010

Work experience

Jet Set Travel Albany Creek in 2009, every Thursday for 6 weeks

EDUCATION

Certificate 3 in Accounting - Australian Training School: May 2015- May 2016

Certificate 3 in Hairdressing- Brisbane School of hairdressing: January 2011- February 2012

Albany Creek State High School: Year 8- year 11(2007-2010)

Albany Creek State Primary School: Pre-school – year 7 (1999-2006)