



Sulav Adhikari

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A highly detail-oriented and self-motivated Finance professional. Ability to perform exceptional data analysis and quantitative tasks with the help of tools such as Excel, VBA, PowerBi and Python to enhance productivity and assist enterprises by supporting data-driven decision-making.

Experience and Qualifications

- ✓ 4 years of experience in NDIS claiming, NDIS fund management and Payroll
- ✓ Strong hands on experience and knowledge in Excel, VBA and PowerBI
- ✓ Great understanding of Accounting standards and softwares
- ✓ Excellent team-player and displaying strong sense of initiative on tasks

Hard Skills

💻 Programming: Python (streamlit, Pandas), MS Excel, VBA

📊 Data Visualization: PowerBi, MS Excel, Tableau

📑 Accounting: Xero, Microsoft Dynamics, Myob

📅 Payroll: Xero, CloudPayroll

Employment History

Finance Manager - Prospect-Hill Accommodation

May 2021 - Current

- ▶ Supervision of the finance team
- ▶ Process payroll and report payroll taxes for the organization
- ▶ Tax Reporting
- ▶ Claiming Wages subsidies
- ▶ Complete financial reports, lead the month-end closing process and conduct monthly financial forecast.
- ▶ Respond to financial enquiries, gathering and interpreting data

- ▶ Conduct internal audits such as wage reviews and NDIS Billing
- ▶ Reconciliations & Liaise with NDIS, CoS & participant families when required.
- ▶ Manage and train staff when necessary
- ▶ Provide secretarial support requiring the exercise of sound judgment, initiative, confidentiality, and sensitivity in the performance of work.
- ▶ Preparation of ROC (Roster of Care) and NDIS point of contact.

Accounts Receivable Assistant – Aruma

April 2020 – May 2021

- ▶ Manual claims onto the NDIA myplace Portal.
- ▶ Key point of looking after daily banking transactions.
- ▶ Checking service booking of the participants if enough funds available.
- ▶ Posting daily payment allocation processes.
- ▶ Debt collection.
- ▶ Processing refunds and maintaining journal entries in appropriate accounts

Accounts Assistant– Proacc Australia

March 2019 – Dec 2019

- ▶ Preparation of BAS and Tax return documents
- ▶ Preparation of bank reconciliation statements
- ▶ Looking after administration and handling queries of all the clients.
- ▶ Data import processes between software.
- ▶ Posting daily payment allocation processes.

Education Counsellor – 3Bees Education and Migration

June 2018- Jan 2019

- ▶ Coordinating new partnerships with agents.
- ▶ Student enrolment recruitment.
- ▶ Coordinating translation and interpreting services.
- ▶ Monitoring student performance and providing feedback for improvement.
- ▶ Reviewing and recommending improvements to instructional material.

Sales Assistant – Vintage Cellars

Jan 2018 – Dec 2019

- ▶ Helping customers choose between the company's array of goods and services, process payments and maintain a high level of customer service.
- ▶ Answering a high volume of queries over the phone and via email.

- ▶ Filing, scanning, drafting documents, mailing, minute taking etc.
- ▶ Data entry into the internal databases.
- ▶ Ad-hoc duties.

Bartender – The Roosevelt

October 2016 – Dec 2017

- ▶ Bartending
- ▶ Built customer confidence by actively listening to their preference and giving appropriate recommendation.
- ▶ Inventory management on the weekly basis
- ▶ Processing deliveries and organizing the cellar stock level.
- ▶ Balanced the needs of multiple customers simultaneously in a fast-paced environment.
- ▶ Reconciliation of register.

Financial Assistant – Citizen Bank (Nepal)

Jan 2016- July 2016

- Analyze credit data and financial statements to determine the degree of risk involved in extending credit or lending money.
- Generate financial ratios, using computer programs, to evaluate customers' financial status.
- Consult with customers to resolve complaints and verify financial and credit transactions.
- Complete loan applications, including credit analyses and summaries of loan requests, and submit to loan committees for approval.
- Evaluate customer records and recommend payment plans based on earning, savings data, payment history, and purchase activity.
- Analyze financial data such as income growth, quality of management, and market share to determine expected profitability of loans.

Education

CPA Australia

2021 - Current

Master of Professional Accounting

2016 - 2019

Holmes Institute, Sydney

Bachelor of Commerce

2012 - 2016

Janapriye Multiple Campus, Nepal

System and software knowledge

- ❖ Advanced Microsoft Excel (Visual Basic)
- ❖ Xero
- ❖ Python (Pandas & XLwings)
- ❖ Microsoft Dynamics 365 GP (Great Plains)
- ❖ Cloud Payroll
- ❖ NDIS Portal
- ❖ Tableau
- ❖ Advanced knowledge of Microsoft Outlook, Microsoft word, Microsoft To-Do & Microsoft OneNote
- ❖ Intermediate skill in Photoshop, Lightroom and Acrobat reader

Projects and Accomplishments

🏆 NDIS Service Booking (Service Agreement Printer) - Complete solution of the NDIS service booking using Excel and VBA - Exports Agreement on PDF and DOCX format

🏆 Desktop Application - To keep the record of the terminated employees

🏆 Revenue and Payroll Dashboard - Excel Pivot Tables and charts comparing Revenue and payroll

🏆 Income and Expense Report - PowerBI Visualization of the databases

Interests

Outside of my academic/professional responsibilities my interests involve playing guitar, portrait photography and cycling.

References

Reference will be provided upon request.