
ANA LAZAREVSKA

Full Stack Developer

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PROFILE

I am currently undertaking a coding bootcamp with Coder Academy - Sydney, on the path to become a full stack developer.

EXPERIENCE

Intern Assistant Accountant * Platinum Accounting Australia * Sydney, Australia
* Nov 2019-May 2020

A CPA public practice which provides accounting and tax services to different clients including sole traders, individuals, partnerships, trusts and small companies.

Conducted monthly Bank Reconciliation and Credit Card Reconciliation including preparation of approval sheet, matching invoices with statements and generating the reconciliation report. * Responsible for the full function of Account Receivable and Account Payable using Xero and MYOB accounting systems. * Processed Inventory and year-end Stock Take for several retail clients including processing stock purchase and stock sales as well as posting stock adjustment journals. * Assisted in preparation of quarterly Business Activity Statement (BAS) including the calculation of GST, PAYG and FBT. * Assisted in Payroll processing including precise calculations for pay, superannuation and leave entitlement in compliance with payslips and taxation. * Update Fixed Asset Register and Prepayment schedule with the use of Excel sheet and posting journal entry at the end of each month to the system. * Ran monthly Cost Centre Analysis for five branches in Excel, making use of Pivot tables and other formulas, conveying data in the written report to the management and providing recommendations where necessary. * Performed Accrue to Budget on a monthly basis in case actual spending is less than budgeted spending using Excel spreadsheet, posting accrual and its reversal journals into the system. * Prepared year end P&L for taxation purposes, having basic knowledge of Individual and Corporate Tax Return procedures.

Time off work * 2011-2019

During this time I had my son, and moved to Australia when he was one year old. I had to dedicate my time to him, while he had some developmental and socialising issues, until he overcame these circumstances. In the meantime I was doing online Course in Accounting, as well as a Bachelor Degree.

Accounting Trainee * United Arab Shipping Agency Company (Qatar) WLL *
Doha, Qatar * Nov 2010-Dec 2010

The largest container shipping company in the Middle East region and adjacent markets.

Prepared journal vouchers for posting daily collections. * Assisted in preparation of bank reconciliation. * Prepared journal vouchers for posting credit customer invoices. * Issued receipt in documentation system. * Assisted in the preparation of balance sheet schedules.

Temporary Administrative Secretary * Weill Cornell Medicine - Qatar (WCM-Q)

* Doha, Qatar * *May 2010-Jun 2010*

WCM-Q is part of Cornell University and at the forefront of medical education, clinical care, and biomedical research in the Middle East.

Organised the administrative areas, ensuring appropriate equipment, supplies and materials are in place. * Logged incoming calls, mail and email, re-directing as necessary. * Maintained the filing system and the calendars for the faculty. * Scheduled appointments and meetings.

English Language Teacher * Wadi Al-Neel College * Doha, Qatar * *May 2009-Apr 2010*

A learning centre, branch of the Sudanese Wadi Al-Neel University.

Provided English language lessons to Year 1 students.

Translator * Planet Press DOO * Skopje, North Macedonia * *Nov 2002-Jan 2009*

Planet Press was the publisher of the woman's weekly magazine with biggest circulation in North Macedonia, Tea Moderna.

Translated texts from English, Italian, Serbian and Croatian to Macedonian, and vice versa. * Translated interviews in real time. * Transcribed interviews from voice-recording devices to text. * Provided English language tutoring to colleagues. * Did basic troubleshooting and maintenance of the company's computers.

Archaeology Student Intern * NI Institute and Museum Bitola * Bitola, North Macedonia * *Aug 2000 & Aug 2001*

A national institution of culture which main goal is the protection, systematisation, scientific processing and presentation of the cultural legacy of municipality of Bitola.

Paid intern fieldwork at the archaeological site Heraclea Lyncestis in North Macedonia, concentrating on excavation of new mosaics and their conservation.

EDUCATION

Bachelor Of Arts, Major In Ancient History, Minor In Modern History *

Macquarie University * Sydney, Australia * *2016-2021*

FNSTPB401 Complete Business Activity And Instalment Activity Statements

* Platinum Professional Training (RTO) * Sydney, Australia * 2020

FNS50215 Diploma Of Accounting * Upskilling Australia Upskilled * Sydney,

Australia * 2017-2018

Attended Faculty Of Art History With Archaeology * University of St Cyril and

Methodius * Skopje, North Macedonia * 1999-2002

VOLUNTEERING

Community Support Volunteer * Lifeline Harbour to Hawkesbury * Sydney,

Australia * *Jan 2021-Present*

Regularly visiting an aged care resident, providing companionship and support.

Assistant Treasurer * Carlingford Public School * Sydney, Australia * *Nov 2019-Jun*

2020

Updated the canteen stock list and checked the details on the canteen cost prices.

SKILLS

Computer Skills

Coding: HTML, CSS, Git

Project Management: Trello

Accounting: MYOB (Advanced), Xero (Intermediate)

General: MS Office (Excel, Word, Powerpoint, Outlook, OneNote). * MacOS (Pages, Numbers, Keynote, iCloud). * Can perform basic troubleshooting for computer problems.

Organisational Skills

Fast typer with average typing speed of 70 wpm. * Planning the home budget, managing to save using my own personalised finance spreadsheets.

Languages

Full professional proficiency in English, Macedonian, Serbian, Croatian. * Limited working proficiency in Italian, French.

Interests

Solving logical puzzles. * Gaming. * Reading historical fiction and non-fiction. * Learning about different cultures. * Listening to classical music.

REFERENCES

Available upon request.