

Jefri Islam

5 Owl Way, Beeliar, 6164, WA, Australia

Ph: +610401387109 | jefriislam@hotmail.com |

Portfolio: website: <https://jefriislam.netlify.app> | LinkedIn: <https://www.linkedin.com/in/jefriislam>

EDUCATION

Master of Professional Accounting 2021 – 2023 (Expected)

Kaplan Business School

- Units: Financial Accounting, Quantitative methods

Master of Business Information Systems 2021 – 2024 (Expected)

Monash University

- Units: Project Management, Systems Analysis and Design, Java Programming, etc.

Bachelor of Commerce (Accounting) 2019 – 2020

The University of Western Australia

- Units/Activities: Auditing, Business Valuation, Company Law, Corporate Accounting Management Accounting & Taxation

WORK EXPERIENCE

Accounts and Administration Assistant August 2020 – September 2020

Assure Property Group (Perth, Australia)

- Managed various trust accounts under the guidance of a CA director
- Performed various accounts receivables, accounts payables and accounts reconciliation tasks
- Reconciled daily bank statements, income and expense accounts on XERO and Property Tree
- Tasked with duties at the front desk such as greeting customers, answering phone calls, filing documents and replying to emails

Assistant Accountant (Remotely) March 2020 – July 2020

Accounts NextGen (Melbourne, Australia)

- Attained an official XERO Advisor certified certificate and Accounts NextGen certificate
- Mentored by industry-experienced CA/CPA's on how to input journal entries on to XERO and MYOB

LEADERSHIP EXPERIENCE

Unimmentor November 2019 – November 2020

UWA student guild department

- Volunteered as a university mentor for a group of undergraduate students, organised campus tour, leading orientation sessions with academic instructors to ensure smooth in-campus settlement
- Guided first-year students on enrolment of units, managing timetable and finding accommodations
- Assisted in various front desk work

Research and auditing September 2019

ACTS Green Impact/ International Society of Sustainability Professionals

- Paired with a partner to perform an audit at two faculties on campus including the University Club and Indian Ocean Marine Research Centre
- Discussed and recommended new ideas with directors on how to improve sustainability around campus and facilities

SKILLS

-
- Accounting Software: XERO, MYOB
 - Programming languages: HTML, CSS, JavaScript, Bootstrap, Java, MySQL, MongoDB, Git, Python, PHP
 - Software engineering skills: Logical data modelling, Systems design, Prototype development
 - Property Management Software: Property Tree
 - Languages: English, Bahasa Malaysia, Chinese

REFEREES

Edward Wong

Director

Assure Property Group

Ph: +610404888186

Email: edward@assureproperty.com.au