

**Jefri Islam**

5 Owl Way, Beeliar, 6164, WA, Australia

Ph: +610401387109 / jefriislam@hotmail.com / <https://www.linkedin.com/in/jefriislam>

EDUCATION**Master of Business Information Systems****2021 – 2023 (Expected)**

Monash University

- Units: Systems Analysis and Design, Java Programming, Introduction to Database, Introduction to Business Information Systems

Bachelor of Commerce (Accounting)**2019 – 2020**

The University of Western Australia

- Units/Activities: Auditing, Business Valuation, Company Law, Management Accounting, Python, SPSS, Taxation, Volunteering
- Course GPA 6.00
- WAM 75.727%

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 Program (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

Part-time service crew**November 2019 – January 2020**

Nandos (Petaling Jaya, Malaysia)

- Served 100+ customers per day in a fast-paced working environment both behind counter and table
- Collaborated in promoting Nandos and giving out samples to customers nearby
- Mentored new part-timers on how to take orders, manage customers and cleanliness

Peer tutor (Freelance)**December 2018 – February 2019**

Various location

- Tutored students from Taylors College Perth in preparations for their Accounting and Finance exams
- Lessons are taught individually or in small groups using English and Chinese languages

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

- Programming languages: HTML, CSS, JavaScript, Bootstrap, Java, MySQL, MongoDB, Python, PHP
- Software engineering skills: Logical data modelling, Systems design, Prototype development
- Software: XERO, MYOB, Property Tree and SPSS
- Languages: English, Bahasa Malaysia, Chinese
- Excellent interpersonal skills
- Active volunteer

REFEREES

Edward Wong

Director

Assure Property Group

Ph: +610404888186

Email: edward@assureproperty.com.au