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Dec 2020 – Jun 2021

- Processing Payroll
- Accounts consolidation using Quickbooks and Wave
- Payment of EMIS, invoices, disbursing payments of the contractors
- Managing G-Suite, FreshDesk, Atlassian, Confluence
- Control fixed assets in the company.
- Estimate budget for the financial year, review, and report monthly. General admin tasks:
- Control all tasks relating to office expense payment.
- Filing taxes, generating paystubs
- Monthly Budget Estimation.