
CAREER SUMMARY

Highly self-motivated Senior Auditing Accountant with demonstrated success in collecting and analyzing data to detect deficient controls. Offers valuable combination of business management, auditing and accounting experience. Builds strong client relationships and maintains great rapport. Successfully examine and evaluate financial information systems, recommending controls to ensure system reliability and data integrity. Results-driven and thrives in tackling new challenges. Report to management about asset utilization and audit results, and recommend changes in operations and financial activities.

KEY SKILLS

- Strong business acumen
- Excellent analytical and problem solving skills
- High level oral and written communication ability
- Strong attention to detail and highly organized
- Effective team member and able to work independently
- Exceptional work ethic
- Highly computer literate
- Proven ability to build rapport with clients and demonstrate professionalism towards clients and team members
- Demonstrated leadership by guiding other team members
- Required to multitask and work on various engagements simultaneously
- Broad use of Microsoft Excel and Microsoft Word program
- Ability to analyze, investigate and draw conclusions from key sets of data

CAREER HISTORY

VAAJ (Melbourne, Australia)

Oct 2015 – June 2016

Accounts Administration

Responsibilities

- Senior-in-charge of all accounting matters related to the company
- Responsible for completing all reports required at end of each week
- Assisting all new hospitality staff with completing paperwork

Grant Thornton Australia Limited (Previously BDO)

Apr 2011 – Apr 2014

Senior 2, Audit and Assurance (External Audit)

Responsibilities

- Senior-in-charge of small to medium sized audits (reporting directly to manager)
- In charge of audit teams of up to 3 members
- Preparation of completion reports for medium to large clients
- Perform audit engagements in a variety of industries including:
 - Retail (T.G.I Fridays)
 - Dealer Audit (BMW Australia)
 - Manufacturing (Labelmakers Group, Australian Graphic Supplies)
 - Information technology/Software engineering (Fred I.T)
 - Not-for-profit entities (Save the Children Australia, R.S.L of Australia)
 - Catholic Schools (Donvale Christian College, Notre Dame College)
 - Pharmaceutical Distributor (Dr Reddy's Laboratories Ltd)

CAREER HISTORY *continued*

Grant Thornton Australia Limited (Previously BDO)
Summer Vacationer

Dec 2009 – Jan 2010

Hands-on role responsible for marketing communications and strategy development, customer and industry research, and regulatory compliance.

Achievements

- Assisted in audit areas such as cash and PPE
- Worked on small to medium audit engagements in a team environment
- Successful in obtaining a graduate offer at the end of this program

My Beauty Spot and My Chemist
Senior In Charge

Jan 2007 – Dec 2010

Achievements

- Exceeded monthly profit targets.
- Giving advice to customers regarding which products are the best for their needs
- Handling prescriptions that will be filled by pharmacists
- Informing customers about goods and services
- Keeping track of inventories and supplies
Restocking shelves
- Selling over the counter medications and related products such as toiletries, cosmetics and more
- Taking payments for prescriptions and other goods

EDUCATION & PROFESSIONAL DEVELOPMENT

2011-2013

Graduate Diploma of Chartered Accounting (GradDip CA)
The Institute of Chartered Accountants Australia

2007-2010

Bachelor of Business and Commerce
Majors: Accounting
Monash University, Melbourne

2006

Victorian Certificate of Education
Mentone Girls Secondary College

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Referees Available on Request —