**Address**–49/289, Shirley Road, Papatoetoe, Auckland.

**Last Work Experience–** Currently working at AKS Accounting Services Limited.

**Professional Summary**

I am a result oriented professional with in-depth knowledge of Commerce and business management who possesses self-discipline and the ability to work with the minimum of supervision. Possessing a good team spirit, deadline orientated and having the ability to organise and present complex solutions clearly and accurately.

* To excel and to achieve results in all operations entrusted to me.
* To maintain total accuracy in all operations.
* To use my strength and skills for the progress of the organization with which I am working.

**Technical Proficiencies**

*Area of Expertise*

* Data Entry.
* Addressing customer issues.
* Customer Service.
* Examine accounting records.
* Prepare financial statements and reports.
* Prepare and file GST reports.
* Filing Income tax returns online
* Payroll
* Admin tasks
* Debt Collection

*Computer Skills*

* Microsoft Office (MS Office and Excel).
* MS-Word.
* MYOB.

*Other*

* Strong communication skills.
* Attention to detail
* Effective interpersonal and presentation skills.

**Education**

**Master of Business Administration (MBA) Finance – Level 9 2016-2018**

Auckland Institute of Studies, Auckland

**Masters of Commerce (M.Com) 2010-2012**

Guru Nanak Dev University, India

**Bachelor of Commerce (B.Com) 2007-2010**

Guru Nanak Dev University, India

**Diploma in Finance and Accounts 2010-2011**

National Institute of Information & Technology, India.

**Professional Experience**

1. **AKS Accounting Services Limited Accounts Assistant July2016-Present**

**Key Deliverables:**

* Credit control
* Manages Accounts Receivable and minimise bad and doubtful debts.
* Communicating with clients regarding GST Returns, Income Tax Returns, and PAYE.
* Data entry.
* Preparing and filing GST Reports.
* Filing Income Tax Returns
* Payroll
* Admin Tasks

1. **McDonald, Bombay, Auckland Crew March2016-July2016**

**Key deliverables:**

* Serving customers at drive through and front counter.
* Being resilient while serving tough customers.
* Providing top class services in both busy and quiet time.
* Performing task in a team as a supportive team member.
* Keeping a watchful eye on mystery shoppers.

1. **Kumar & Anand Chartered Accountants Accountant Jan 2012-Jan2014**

**About Company:** It is an Accounting firm.

**Key Deliverables**

* Serving clients through phone about their queries regarding their financials.
* Vouching and preparing Audit Reports & recommendations.
* Documentation, organizing bills and files.
* Examining Accounting records & preparing financial statements and reports.

**Future Plans**

I am seeking a position where I can develop and excel my skills while giving my best to an employer. I am a friendly, loyal and clearly dedicated individual who has an ambition to success in any given environment. Although I have knowledge and skills infield of Accounting and Finance, I love to learn new skills, enhance my knowledge, and always up to take new challenges. I get along with others, whilst also working efficiently on my own. I will try my level best for organizational success and at the same time to enhance my practical skills to polish myself.

**Strength/Skills**

* + Adhering to tight deadlines and multi-tasking.
  + Good team player.
  + Analytical approach to problem solving.
  + Pro-Active and a fast learner.
  + Ability to work under pressure.
  + Ability to resolve issues and work autonomously.

**Personal**

**Full Name** Surinder Kaur

**Date of Birth** 29th Sep 1988

**Gender** Female

**Reference**

On demand.

**Place**: **Auckland Surinder Kaur**