**MARIE ESTELLE BONNE**

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**Career Objective**

As a recent Bachelor of Business (major in Accounting) graduate with strong academic results, looking for an opportunity to join a company where I can demonstrate my diverse skills and abilities in a Graduate Accountant capacity. A trustworthy, hardworking and reliable individual with 3+ years of experience in customer service and management at Woolworths Limited. I am dedicated to pursuing a career in accounting, and to seeking work for a large organisation where I can pursue a successful and rewarding career. I want to contribute to the success of a company, positively impacting company growth. I have a strong understanding of MYOB gained at University through project work.

**Key Skills Summary**

* Proficient in Microsoft Office (**PowerPoint, Outlook, Word, Excel, Access**)
* Ability to use various databases, including **MYOB, XERO and QuickBooks** with experiencegained at university and Internship
* Strong analytical skills developed through university assignments, projects and presentations
* Experience in data entry using Excel, including VLOOKUP and Pivot tables
* Strong knowledge of how Tax and financial statements are conducted through University studies and project work

**Education**

## Professional Year May 2017– Mar 2018

## Performance Education, Melbourne

## *This program is recognised by the CA/CPA and SMIPA and assists graduates in enhancing their employability by developing Australian workplace skills and professional business communication*

## Bachelor of Business Major Accounting Nov 2014 - July 2016

## Kent Institute of Technology, Melbourne

## *Achievements – High Distinctions and Distinctions in E-Commerce; Business Communication; Financial Management; International Marketing; Cost Accounting; Financial Accounting*

## Higher Diploma in Human Resource Management June 2010- July2012

ABE – Association of Business Executive, UK

**Academic Project**

**Financial Analysis of Xero Company**

Kent Institute of Technology, Melbourne

**Objective:** To prepare a business analysis valuation report for XERO Ltd. for the financial year 2014-2015.

**Duties:** I was the team leader in a group of 3. Project tasks were evenly distributed amongst the team. Specific time frames were set up and numerical analysis and financial data from the company website was discussed on a regular basis.

**Outcome:** The team was able to complete the project before the deadline. We were extremely proud of both the results and also the great team spirit and commitment demonstrated throughout the project.

**Result:** Obtained a Distinction for the project.

**Employment History**

**ADMIN AND ACCOUNT OFFICER – WONDER PIES 3rd April – To Current**

**POSITION DESCRIPTION**

The role of admin and account office at Wonder Pies is responsible for the day to day management of office administration, payroll, accounts receivable, accounts payable and the running and maintaining of the retail shop. (It is a Factory Outlet)

* My responsibilities include but are not limited to:
* Handling all new client enquiries and providing relevant information and follow up to develop business.
* Facilitate daily meetings between management, office and the kitchen to ensure clear communication of business tasks and up-coming orders.
* Input all orders in Xero and provide the kitchen with required information within relevant time
* Coordinate all freight and logistics required for orders to be delivered in a timely manner
* Manage clients’ accounts to ensure invoices are paid within terms
* Manage the cashflow of the business by managing overdue accounts
* Contribute to marketing and business development conversations as the business grows.
* Develop and implement solutions for the business relating to marketing, freight, business development
* Maintain the product lists and other collateral we send to clients
* Maintain the newsletters and manage the database of recipients using mail chimp
* Provide exemplary customer service for all enquiries
* Maintain consistent communication with all accounts to help contribute to account management.
* Maintain the stock levels in the retails shop
* Produce weekly report on sales and expenditure
* Assist in preparing budgets for the kitchen and for the business

**Employment History (Cont.)**

## Woolworths Limited, Melbourne City April 2014 – April 2018

## 2IC Service Manager

* Responsible for completing administration work and reports on a daily basis
* Assist in the maintenance of a fixed asset register throughout the day
* Investigation of SCO and register issues, demonstrating strong problem-solving skills
* Preparation of PAYG, Work Cover Returns and invoicing, highlighting excellent attention to detail in regards of cash control
* Required to separate WBS (work breakdown structure) bundle to company standards
* Provision of assistance with cash flow management and handling of any cash discrepancies, demonstration ability to think outside the box and have attention to details
* Responsible for developing, implementing, modifying and documenting record keeping processes using the company software
* Ability to make sure the stocks on hand counts are correct which allows the auto stocker to work maximally

## Finance Intern at Tilt Renewables Company Ltd

## Melbourne City Dec 2017 -Feb 2018

* Performing Account Receivable and Account Payable on Xero and Tech One
* Testing the new ERP software (Tech One) by performing Account Payable and Account Receivable entries
* Processing Invoices and BAS entries in spreadsheets
* Bank reconciliation
* Assist with month end and maintaining financial database in spreadsheet
* Checking creditors detail and ABN Lookup
* Managing records and receipt

## Woman Police Officer, Mauritius Nov 2004 – Feb 2014

## Mauritius Police Force

## Conducting Police duties including but not limited to patrol and emergency response

## Administration duties such as data entry and statistical analysis, demonstrating excellent numerical skills and precision

* Preparation of PowerPoint presentations and reports, highlighting key information in criminal cases
* Performed neighbourhood awareness campaigns in regards to security, juvenile delinquency and drugs
* Worked closely with the Family Protection Unit, highlighting my ability to work with sensitive information and to maintain confidentiality

**Employment History (Cont.)**

**Administration and Accounting duties (Police Force) Jul 2012 - Feb 2014**

* Managed filling system, helped organise and maintain documents
* Performed general office clerk duties and errands
* Performed high-level duties such as processing of invoices and preparing deposit using MYOB software
* Prepared and maintained financial databases and spreadsheets

## Secretary of Food and Beverages May 2004- Sept 2004

## St Geran Hotel 5 Stars Hotel

* Daily responsibilities consisted of checking arrival and departures of guests
* Preparing the Welcoming and Farewell card note to ingoing and outgoing guests
* To perform the day to day menu with chefs and making customer menu in three different languages
* Assisted in the preparation of picnic outing for family and helped in wedding preparation

**Personal Attributes**

**Communication skills**

* Strong communication and listening skills as well as a confident communication skills gained through presentations and group discussion at university
* Excellent interpersonal skills illustrated through more than 10 years’ experience in customer service

**Ability to work in a team**

* A strong team spirit and ability to both participant and lead a team, as highlighted by my experience as a Team Leader
* Flexible and able to adapt to many cultural backgrounds

**Time management skills**

* Ability to organise my university workload and part time work through scheduling to meet all deadlines. All university projects were submitted before the due dates
* Ability to organise my workload at the workplace and work within given schedules even in busy time

**Problem solving skills**

* Ability to deal with conflict and to motivate staff and to strengthened team spirit, developed through my role at Woolworths
* Capability in investigate and resolving problem in the workplace

**Volunteer Work**

**Counsellor Year 2008 - Dec 2013**

**Mauritius Police Force**

Volunteer work within the poorer neighbourhood, helping families by providing food, free education and counselling as well as increasing awareness regarding safe neighbourhoods, theft and safe sex practices.

**Alter Service Year 1998 – Year 2013**

**Notre de Sacre Coeur Church, Mauritius**

Conducting children’s activities including reading, sporting activities and teaching the Bible, as well as organising excursions.

**References**

Available upon request