

# Resume

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## JESSIE NHI TUYET TRINH

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### Career Objective

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With Bachelor of Business and practical working experiences in Accounting and Taxation, I aspire for a challenging position in a professional organisation where I can enhance my skills and strengthen them in conjunction with organisation's objectives. I am enthusiastic, dedicated and proactive individual who has a desire to make through success in a long-term career prospects and ongoing professional development.

### Education / Qualifications

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#### Bachelor of Business (Accountancy)

Melbourne, VIC, Australia

RMIT University

Graduated: July 2012

##### Key study areas

- Management Accounting Systems
- Corporate Accounting, Cost Management and Applications
- Accounting Theory
- Auditing and Taxation
- Ethical Issues in Accountancy
- Strategic Decision Making for Accountants

#### Advanced Diploma of Accounting

Melbourne, VIC, Australia

RMIT University

Graduated: June 2010

##### Key study areas

- Maintain financial records, process journal entries, process payroll
- Prepare financial reports for a reporting entity
- Manage budgets and forecasts
- Process business tax requirements
- Prepare income tax returns, complex tax returns and lodgements
- Implement tax plans and evaluate tax compliance

### Professional Memberships

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#### Provisional Member

The Institute of the Chartered Accountants Australia and New Zealand

### Additional Certificates

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|----------|--|---|
| Feb 2015 | <b>Intuit QuickBooks Online ProAdvisor (AU) Certification</b><br>Intuit QuickBooks<br>ID: 1132985914 | Melbourne, VIC, Australia                             |
| Jun 2014 | <b>Certificate of Achievement - Income Tax Preparation Course</b><br>H&R Block Tax Accountants       | Melbourne , VIC, Australia                            |
| Nov 2013 | <b>Certificate III in Business</b><br>Navitas Workforce Solutions<br>ID: 1107349                     | 206 Bourke Street, Melbourne VIC 3000, VIC, Australia |

### Additional Professional Training

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#### 2-Day Accounting Skills and MYOB refresher

##### Completed

Navitas Workforce Solutions

The workshop was run by trained Accounting staff who have worked in the industry over the years and have a wealth of experience to share with all accounting participants.

##### **Topics covered include**

Australian Tax System Overview

MYOB

Accounts receivable and payable

## **Income Tax Course 2014**

### **Completed**

H&R Block

The course offers a sound coverage of the provisions of the Income Tax Assessment Act relating to personal income tax returns. It teaches students a solid and working understanding of the intricacies of tax return preparation. As the course includes training on tax software, proficient computer skills and access to a PC with Windows is an advantage.

### **Achievements**

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#### **Golden Key International Honour Society**

Received invitation letter from the Golden Key International Honour Society - September 2013

Golden Key International Honour Society recognises and rewards high achieving students in the top 15% of their studies. The Society provides international recognition of the academic achievement and membership is by invitation only.

### **Personal Attributes**

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- Organisational, planning and analytical skills
- Problem-solving skills, excellent at reconciling and balancing
- Pay great attention to detail
- Strategic thinker
- Diligent and professional
- Highly developed personal, verbal and written communication skills
- Exceptional teamwork skills
- Ability to work with multiple tasks simultaneously with strict deadlines
- Presentation skills
- Passionate and eager to learn
- Time-management skills

### **Skills Summary**

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| <b><u>Name</u></b> | <b><u>Proficiency</u></b> |
|--------------------|---------------------------|
| Microsoft Office   | Advanced                  |
| MYOB               | Advanced                  |
| Software Assistant | Advanced                  |
| SBR Assistant      | Intermediate              |
| Xero               | Intermediate              |
| Intuit QuickBooks  | Intermediate              |

### **Employment History**

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**Jan 2014 – present: Assistant Accountant (Full-time job)**

Ashley Street, Braybrook, VIC 3019,  
Australia

#### **Aerry Tax & Accounting Pty Ltd**

- Accounts and bank reconciliations, journal entries and general ledger adjustments
- Prepare quarterly BAS and IAS
- Prepare income tax returns for individuals and organisations
- Assist in preparation of quarterly or annual financial reports and depreciation schedules for assets
- Prepare and process PAYG Certificates, Superannuation, ASIC Annual Reviews
- Communicate with clients through emails & telephone for any queries or documentations required or to notify them with various payments to be made to ATO, ASIC and Superannuation
- Process payrolls on weekly, fortnightly or monthly basis
- Register ABN, TFN, company, trust and other incorporated associations
- Liaise with ATO, ASIC, NTAA and other statutory bodies such as instalment arrangement payment plan, fines remission with ATO, ASIC forms as per client's requests, notice of transfer in the trust
- Maintain petty cash expenses and other administrative duties when required

**Oct 2013 – Dec 2013: Accounts and Admin Assistant (Internship)**

Ashley Street, Braybrook, VIC 3019

#### **Aerry Tax & Accounting Pty Ltd**

- Recorded data from source documents supplied by clients into accounting software MYOB and Softassist.
- Imported e-data supplied by client into accounting software.
- Recorded time-sheets for Payroll in MYOB
- Liaised with client, filed client documents and maintained respective client files.
- Reconciled of client bank and other accounts for BAS and Financial reports purposes.
- Maintained various excel worksheets for client's data and reporting purposes.
- Prepared quarterly BAS/ IAS and other such reports.
- Maintained some general administration duties.

**Jun 2013 – Oct 2013: Coffee maker, Sandwich preparer & Counter hands  
CAFE PUSHKIN**

St Albans, VIC 3021

- Prepared sandwiches and focaccias with a range of different and exciting fillings
- Produced quality food, including a full breakfast menu.
- Made coffee, including latte, capuchino, expresso and chai latte.
- Collected payments from customers.
- Prepared and sliced vegetables and fruits.
- Maintained general kitchen cleaning duties.
- Excellent customer service.

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**Jul 2010 – Sep 2010: Waitress**  
**Sonex Cafe**

King St, VIC, Australia

- Collected payments from customers
- Customer service: Recorded food orders on order slips, and entered orders into systems for actioning to kitchen staff
- Informed customers of daily specials
- Served food and beverages to patrons
- Presented menu to customers and answer questions about menu items or making recommendations upon request
- Followed up with customers to ensure that they were enjoying their meals and took action to correct any problems
- Maintained food handling standards according to policy guidelines

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**Oct 2009 – Dec 2009: Cashier**  
**KFL Supermarket**

St. Albans, VIC, Australia

- Managed cash takings, received payments from customers by cash, check or credit cards
- Counted money in cash drawers at the beginning of shifts to ensure that amounts were correct.
- At end of day, calculated total payments received during a time period, and reconciled this with total sales.
- Treated customers' food items with respect and care
- Answered customers' questions and provided information about daily specials
- Assisted colleagues with any duties required

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**Mar 2007 – Mar 2008: Assistant Manager**  
**Truong Ha Toys Shop**

Ho Chi Minh City , Vietnam

- Managed cash takings, collected payments from customers and made payments to suppliers
- Entered invoices for accounts payable and account receivable manually
- Kept periodic balance sheets of amounts and number of transactions of items sold
- Reconciled total sales at end of shift
- Processed merchandise returns and exchanges
- Resolved customer complaints
- Monitored stock levels, stock shelves and mark prices on products.
- Liaised with suppliers to ensure timely delivery of all stock
- Trained and supervised new staff

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**Languages**

| <u>Name</u>         | <u>Proficiency</u> |
|---------------------|--------------------|
| Vietnamese          | Native             |
| English             | Fluent             |
| Chinese - Cantonese | Conversational     |

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**Hobbies / Interests**

- Puzzle games such as Sudoku and Words With Friends
- Badminton, bike riding, yoga and gym
- Reading inspirational books and quotes
- Travelling
- Socializing with family and friends

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**References**

References available on request