CURRICULUM VITAE

Of XXX

PERSONAL DETAILS

EDUCATION QUALIFICATIONS

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| May 2014 – Mar 2015 | **Professional Year Accounting Program**Skilled Migration Internship Program Accounting (SMIPA)**The University of Queensland**[www.icte.uq.edu.au](http://www.icte.uq.edu.au/). |
| June 2013 – Sep 2014 | **Diploma in Interpreting (English and Mandarin) Harvest Education Technical College**National Accreditation Authority for Translators and Interpreters (NAATI) [www.hetc.com.au](http://www.hetc.com.au/) |
| Nov 2011 - Jul 2013 | **Bachelor of Business (Accountancy with Professional Accounting Extension)****Queensland University of Technology**[www.qut.edu.au](http://www.qut.edu.au/)**Achievements*** Course GPA 5.688 on a 7-pointscale
* Achieved Certificate of Excellence and listed in Dean’s List for summer, 2012.
* QUT University Bachelor of Business Graduation with Distinction
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| Feb 2011 - Oct 2011 | **Diploma in Business****Queensland University of Technology International College (QUTIC)**[www.qutic.qut.edu.au](http://www.qutic.qut.edu.au/)**Achievements*** Course GPA 6.75 on a 7-pointscale
* QUT University Diploma in Business Certificate of Excellence for highest achievement and listed in Dean’s List for Semester 1, 2,2011
* Certificate of achievement for highest mark in Professional Communications2
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RECENT PROFESSIONAL DEVELOPMENT ACTIVITIES

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| **Computer Skills:** | * Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Access) – Advanced
* NetSuite - Advanced
* REI MASTER - Intermediate
* MYOB – Intermediate
* Pronto – Intermediate
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| **Language Skills:** | * Mandarin – Fluent (as native speaker)
* Cantonese –Fluent (as native speaker)
* English – Competent (IELTS overall 7.5)
* Diploma in Oral Interpreting(English and Mandarin)
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WORK EXPERIENCE

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| **May 2018 –Current****Skills/ Responsibilities** | **Accounts Receivable Officer (Full time)****Triple P International Pty Ltd**Level 1, 11 Market Street North, Indooroopilly, QLD, 4068[http:/[www.triplep.net](http://www.triplep.net/)](http://www.luxholdings.com.au/)* Ensure diligent performance of accounting functions to ensure that the accurate records are kept.
* Managing company accounts receivable
* Keep track of and analyzing revenue and expenditure trends on quarterly basis and implemented financial
* Performing Account and bank reconciliations
* Preparing and sending invoices to customers/debtors
* Reconciling of debtors and deposit accounts and submitting of reports on debtors and deposit accounts to management.
* Liaising with customers.
* Preparing monthly sales report
* Assisting in preparation of relevant company documents and employment contracts
* Maintained office records and employees ‘profile
* Prepared work instructions and procedures
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| **Jan 2017 – 2018 May****Caretaking duties****Letting duties:****Mar 2016 – 2016 Dec****Skills/ Responsibilities** | **Building Manager (Full time)****COMPLEX NAME**COMPLEX ADDRESS* Attended to occupants/owners enquires and provide professional service according to caretaking and letting agreements;
* Performed office admin works including using the REI MASTER software to pay the investor by end of each month;
* Monitored and booked keeping the use of BBQ and pool area.
* Contacted and supervised contractors for common areas cleaning and repair works;
* Arranged the rectification of any problems.
* Maintained the lawns, gardens and shrubs by watering, fertilizing, weeding, mulching and top dressing.
* Performed regularly check any waste disposal system, electrical apparatus, pool pumps and auxiliary motors, drains and gutters, sewerage and septic system, security systems and fire safety equipment etc and
* Ensured the provision of water, electricity, telephone and other necessary services as required.
* Monitored and reported any breach of By-Laws and educate residents if any breaches.
* Monitored CCTV footage and work with police if any crime happens.
* Yearly or half yearly obtain WHS compliance documents to make sure all building facilities and hydraulic system are following Australia regulation.
* Yearly or half yearly send out report to committee and newsletters to owners.
* Documentation of all building plans, reports and test results.
* Provided landlords with market rental or selling appraisals.
* Advertised for new tenants, open viewing, collect rent and reimbursement, and supervise bond cleaning when tenants leave.
* Performed routine inspections and send inspection reports to owners.
* Arranged and supervise repairs and replacement with contractors or specialists.
* Attended RTA mediation or QCAT court when required.
* Worked with valuer, trades person or real estate agent for any house visit.

**Accounts Clerk (Casual)****National Veterinary Care Ltd (NVC Ltd)** Unit 1, 28 Burnside Road, Ormeau, QLD4208. <http://www.nvcltd.com.au/>* Assisted Human Resources in employment contract preparation. and input employees’ details into NVC’s HR system(Pronto)
* Receipt of invoices and the entry of relevant details into NVC’s accounts payable system(Pronto)
* Added supplier cards and supplier details into Pronto
* Prepared and enter of payable coding into Pronto
* Ensured accurate and prompt payments to suppliers
* Contacted suppliers to follow up invoices.
* Assisted with depreciation and amortization reports
* Company policy translation between Chinese and English
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**REFEREES**

 References available upon request