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 |
| 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 |

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 |
| **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) |

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 |

**REFEREES**

References available upon request