## KEY SKILLS

* Bachelor’s degree and relevant certificates from international Institutions in Australia and India
* More than 16 years professional experience working as Executive Office-Administrator, office manager and assistant accountant
* Confident and reliable to work on own initiative with limited supervision
* International experience in multi-cultural international environment
* Excellent verbal and written communications skills. Strong interpersonal skills
* Proficient in Microsoft Suite packages – MS Word, MS Excel, PowerPoint and other software essential to day to day business operations (MYOB and QuickBooks)
* Excellent organization skills and ability to multi-tasking

## QUALIFICATIONS:

* **Certificate (IV) in Financial Accounting** (2014)

 *Swinburne University TAFE, Melbourne, Australia*

* **Certificate (IV) in Bookkeeping** (2012)

*Investment Banking Institute, Melbourne, Australia*

* **MYOB Accounting Applications** (2008)

*AMES, Melbourne, Australia*

* **Bachelor of Arts** *(Major in Economics)* (1995)

*Punjab University, India*

## [EXPERIENCE:](#_CAREER_PROFILE_1)

1. **Executive Secretary to the Managing Director (MD) and Assistant Accountant**

***SRISOFT TECNOLOGIES, Melbourne, Australia (Sept 2010 - Aug 2014)***

* Direct reporting to the Managing Director. Attending to and screening of calls, enquiries and requests as well as responding to the call independently as and when appropriate
* Multi-tasking while performing administrative duties – office coordination, typing, handling internal and external communications.
* Manage and monitor the company’s project in coordination with company IT manager and software specialists.
* Liaising with key clients on behalf of the MD
* Meeting and greeting visitors and invitees to the MD
* Projects a professional company image in person and through phone interaction
* Participate and assist managing director in company business development such as fixing and attending clients meetings with the MD
* Handle confidential material and knowledge with due discretion.
* Filing and Records management - File and retrieve corporate documents, records, and reports. Devising and maintaining office systems, including data management and filing and directing administrative staff to facilitate maintenance of filing and documentation
* Coordinate and support day to day operations of the Executive Floor

**Responsibilities as an Assistant Accountant**

* Reconciling bank accounts and credit card accounts. Generate suppliers invoice in

MYOB/QuickBooks and then allocating payments received from customers in MYOB/QuickBooks, received by cheque, EFT or credit card. Run debtors and creditors reports on monthly basis for senior Accountant.

* Creating employees’ personal, payroll and payment details. Creating fortnightly/monthly payroll in MYOB/QuickBooks
* Expenses and petty cash management
* Run standard weekly and monthly business reports for the Managing Director
1. **Secretary to Manager & Accounts Assistant, Australia *(Oct 2008 – July 2010)***

 ***Taurus Accounting & Bookkeeping Services, Melbourne, Australia***

* Drafting and preparing mails and correspondences, reading, monitoring and responding to emails, on behalf of manager
* Answering calls and responding to them as appropriate, Liaising and handling clients and internal staff queries
* Managing budget of the Regional Manager expenses
* Preparing papers for meetings
* Managing and reviewing filing and office systems
* Sourcing and ordering stationery and office equipment

**Responsibilities as Accounts Assistant**

* Reconciling bank and credit card accounts. Generate suppliers invoice in MYOB/QuickBooks. And then allocating payments received from customers in MYOB/QuickBooks.
* Creating employees’ personal, payroll and payment details. Creating fortnightly/monthly payroll in MYOB/QuickBooks
* Run standard weekly and monthly business reports for Accounts Manager.
* Weekly payment run based on AP ledger review by management, payment is done through cheque, EFT or by credit card.
* Maintain inventory and stock checking on monthly basis. Creating purchase orders as per the requirement.
1. **Executive Secretary to the Principal & Accounts Assistant**

***International Public School (Kurali, India) (*Sept 2003- Feb 2008*)***

**Roles and Responsibilities as an Executive Secretary:**

* Direct reporting to the Principal and the Director. Attending to and screening of calls, enquiries and requests as well as responding to the calls.
* Dealing with incoming emails, faxes and posts, corresponding on behalf of the college Principal
* Multi-tasking while performing administrative duties – coordination, typing, handling internal and external communications, organize internal and external meetings and events efficiently by coordinating with the relevant responsible staff;
* Managing confidential communication, knowledge, information and written material while maintaining clear communications and directions within the administrate and teaching staff

# School records management - file and retrieve corporate documents, records, and reports. Devising and maintaining office systems, including data management and filing and directing other school administrative staff to facilitate maintenance of filing and documentation

* Run weekly and monthly reports for the school Principal
* Meeting and greeting visitors and invitees to the school Principal
* Serve as primary point of contact for internal and external parties on all matters pertaining to the Principal and project a professional image of the school in person and through phone interaction and serve as a liaison to senior level contacts
* Assist in school’s public relations managing client relationships

**Responsibilities as an Assistant Accountant:**

***Receivables:***

* Maintain school’s core revenue register from the school fees and transportation (e.g., invoice preparation, sending invoices, fee collection/cash receipts, cashbook and ledger accounts, sending reminders for late/overdue fees)
* Maintain register of revenues from school mart (e.g., the sales of books, school stationery and children uniform items.

***Payables:***

* Manage all school liabilities and expenses through preparation of vouchers, cashbook and ledger accounts (e.g., salaries, transportation, telephone and electricity expenses, Inventory and books suppliers etc.)

***Inventory:***

* Manage and maintain school mart inventories (e.g., prepare list of required inventory, prepare purchase orders, receive deliveries, maintain suppliers’ accounts, monthly stock taking)
* Manage annual purchase and sale of school books for more than 1000 students (e.g. prepare purchase orders, receive deliveries, maintain suppliers’ accounts, sales and reconciliation of accounts etc.)

 ***Payroll:***

* Worked as the payroll officer for 60 school staff to keep track of staff salary, provident fund (superannuation) and leave entitlement

***Monthly Reports:***

* Preparation of monthly income statements and revenue reports from school fees (class wise) – total students in each class, total fees due, total fees received, total fees in arrear, budgeting for the next month).
* Preparation of other monthly reports (reports of revenues from other sources, expense reports, inventory reports, profit/loss statement).

 ***Annual statement:***

* Preparation of annual statement for taxation purposes for the school’s head accounting firm in Chandigarh (Punjab).
1. **Accounts Clerk / Office Administrator *(*January 1999 – August 2002*)***

***Monsulat (Jewellery) Fashions & Investments Pty. Ltd., India***

***&***

***Tribhovandas Bhimji Zaveri (TBZ) Ltd. Mumbai, India***

* Maintain Jewellery and Gold suppliers’ accounts – raw material gold and ready-made jewellery on hand
* prepare purchase orders, and keep track of suppliers’ payable accounts, preparation of sales and purchase vouchers, assist in maintaining staff records (salaries, provident fund, tax, leave entitlements)
* Manage company official Office Administrator correspondences – sending, receiving and filing of company correspondences.
1. **Office Administrator and Accounts Assistant *(June 1995 to Oct.1997)***

***Xcort Power Engineers, India***

***Authorised Dealers of Kirloskar Oil Engines (Pune)***

* Preparation Sales and Purchase vouchers and do entries in accounting software. Keep track of payable and receivable accounts. Manage company official Office Administrator correspondences – sending and receiving letters, emails and Faxes. Liaising with key clients.
* Attend calls, note down clients problems and send engineers on the site.
* Prepare the report for all the engineers repair work done on site and send weekly report to the head office in Pune.
* Meeting and greeting visitors and invitees. Filing and Records management - File and retrieve documents, records, and reports.

## COMPUTER SKILLS

1. **Certificate in Information Technology – MYOB Accounting Applications**

 *AMES, Melbourne, Australia*

1. **QuickBooks Accounting Software**
2. **Diploma in Computer Education**

 *TULEC Computer Education*

1. **Microsoft Suit (e.g., MS Word, MS Excel etc.)**

## COMMUNICATIONS SKILLS:

* Good written and speaking communication skills - Proficient in written and spoken English.
* Able to communicate effectively and maintain great working relations with colleagues and clients.
* I worked as the public relation officer for the International Public School for 7 years.

## Languages:

* English
* Hindi
* Punjabi



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