

CAREER OBJECTIVE:

Highly motivated and organized accounting assistant and office admin looking for a fast-paced entry-level position where I can contribute my experience with financial accounting knowledge and office administrative skills.

PROFESSIONAL EXPERIENCE:

VOLUNTEER **2021-NOW**
EASY CARE GARDENING

RIDESHARE & COURIER DRIVER **2019-2021**
UBER AND OTHER PLATFORMS

- 2021 Uber Cheers Local Legend

EXECUTIVE ASSISTANT **2017-2019**
LOTUS MARKETING & MEDIA

- Coordinated marketing events & campaigns
- Supported shareholder meetings via preparing presentation slides and material.
- Prepared detailed fit out budget for a major company real estate investment.
- Engaged to support marketing campaign on different social media platforms.
- Managed petty cash and payroll accounts.
- BAS return.
- Weekly bank accounts reconciliation.

OFFICE ADMIN **2016-2017**
CHANCELLOR AND RADOS GROUP

- General reception and office admin duties.
- Responsible for invoicing and billing by liaising with manager.
- Summarized client reports for the Director on a weekly basis.
- Followed up with clients via phones and emails for outstanding bills.
- Managed file archiving and storage process for client information.
- Assisted office staff payroll preparation.

Assistant Accountant **2015-2016**
Modern National Bathware

- Invoice generation and processing in MYOB.
- Purchase order matching and reconciliation.
- Petty cash account monthly reconciliation.
- Managed company inventory in MYOB.
- Provided support to company pricing, payroll (time tracking), liaison with external accounting companies, staff reimbursements.
- Coordinated warehouse stock taking process and delivery schedules.
- Customer service regarding enquires and purchase.
- Overall support to the sales team via updating product info, product pricing and inventory status.

EDUCATION:

GRAD DIP OF COUNSELLING **2021-NOW**

Excelsia College

BACHELOR OF BUSINESS **2012-2014**

(Major in Accounting) La Trobe University

DIPLOMA OF BUSINESS **2011-2012**

La Trobe University

PERSONAL AND TECHNICAL SKILLS:

- Demonstrated accounting and admin experiences in different industries.
- Strong communication skills with business etiquette. Able to work as a strong team player.
- Enthusiastic with a great passion for customer service.
- Great time management skills to multi-task and work under pressure to meet deadlines.
- Strong proficiency in Microsoft Office suite.
- Advanced level of MYOB AccountRight software, managing supplier invoices, customer sales receipts by setting up clients and supplier database, preparing payroll information.
- Skilled in receiving freight, shipping, maintaining, and tracking inventory.

LANGUAGE SKILLS:

Fluent English and Mandarin.

REFEFREES:

Available on request.