



Julia LU

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Australia 🏠

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☰ SUMMARY

Responsible, interpersonal skills. Committed to making every customer feel welcome and assisting with any need. Open and positive communicator with a calm and level-headed approach to managing routine needs and meeting special challenges. Hardworking and reliable with strong ability. Highly organized, proactive and punctual with a team-oriented mentality.

✂ SKILLS

- Problem-Solving
- Decision Making
- MS Office
- Google Drive
- Responsibility
- Bookkeeping
- Efficiency Work
- Multitasking

🎓 EDUCATION

Cert IV Ageing Support | Lead College in Sydney

17 July 2023 to 14 July 2024

Diploma of Information Technology | York Business Institute in Sydney

10 January 2021 to 07 July 2023

Diploma and Advanced Diploma Marketing and Communication | APEX Institute in Sydney

01 July 2017 to 04 October 2020

Bachelor of Accounting | STIE Harapan Indonesia

2002 to 2006

👛 EXPERIENCE

Pharmacist Assistants | Chemist Warehouse In Sydney

01 October 2022 to now

- Responding the general inquiries from customers
- Serve customers and handle the transactions with the POS System
- Maintain inventory level
- Refilling stock
- Set up displays for promotions every two weeks

Retail Assistants | Krispy Kreme In Sydney

01 September 2022 to now

- Serve customers and handle the transactions with the POS System including online orders.
- Responding the general inquiries from customers

Student Counsellor | Superstar Education In Sydney

01 June 2019 to 12 August 2022

- Work closely with the student to explore the potential avenue of study and create individual goals for deepening knowledge in areas of interest.
- Consult with parents and administrators about the student's problem
- Counselling students directly on course choices, schedules and study habits.
- Encouraged students to consider career options and related academic decisions based on personal strengths and goals.
- Identified the needs of customers promptly and efficiently.
- Enforced company policies, and answered coworkers' questions.
- Completed collecting documents for Visa Student with efficiency and accuracy, resulting in Visa Submission.
- Created and updated Admissions spreadsheets detailing the latest information regarding students' studies.
- Monitored Visa processes to understand Visa procedures.

Freelancer | Bookkeeping

2018 Until Now

- Recapitulation Quarterly transaction of purchase, bank and GST
- Reconciliation Bank, Purchase, Sales, and GST

Retail Assistant | H2O Mart Pty Ltd

31 October 2016 to 14 May 2019

- Managed cash register operations using the POS system and processed sales and returns.
- Restocked shelves, racks and bins with the latest merchandise and changed signage to promote special items.
- Counted cash, made the change and store coupons to keep an organized and balanced cash register drawer.
- Maintained current store, product and promotional knowledge to drive consistent sales.
- Helped customers by answering questions and locating merchandise.
- Created price tags and merchandise signs for new items.

Staff Administration -> Staff Purchasing -> Staff Accounting -> Supervisor Accounting | Wilmar Group

2005 Until May 2016

- Receive request from Ship, Comparison price between suppliers, Ask approval to purchase and Make an Order and send it to the ship
- Created price tags and merchandise signs for new items.
- Give the guidance to staff and branch's staff on data entry to the SAP System
- Solve the problem from Staff and Branch's staff
- Check regular transactions on the system
- Check closing transactions every month including stock data entry
- Closing data by the system and extracting the report to Excel
- Prepare the worksheet and consolidation worksheet
- Check reconciliation between worksheet
- Report to Manager once the report is ready