

Candidate 19117710

Accountant

SUMMARY

With five years of experience in Australian accounting firms, IT services, and consulting, she brings a robust and adaptable skill set. A Xero Certified Advisor, she demonstrates a strong grasp of various accounting software, including Trackerteer, Hubdoc, Nowinfinity, AccountKit, Class Super, BGL360, Xero, QuickBooks, and LodgeiT, with a functional understanding of MYOB for document export. Her proficiency extends to productivity software, encompassing the Microsoft Office suite, Google Suites, SuiteFiles, and Karbon Software.

Notably, she excels in working with minimal supervision and is valued for her initiative, adaptability, responsibility, trainability, and integrity. Her experience within the Australian market provides a solid foundation for understanding local accounting practices and regulations

TOOL & SOFTWARE USED

Xero	LodgeiT	AccountKit
Trackerteer	Hubdoc	Class Super
MYOB	Nowfinity	BGL360

Microsoft Office	Google Suite	Suitfiles & Karbon
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WORK EXPERIENCE

Intermediate Accountant

AscendPoint

March 2024 – Present

Duties and Responsibilities:

- Correspond to client's emails and queries
- Draft a list of queries for the manager and client's attention
- Reconcile bank transactions (Bookkeeping)
- Create manual journals
- Import bank transactions in accounting software
- Prepare Payroll and super guarantee charge (SGC)
- Prepare BAS & IAS return
- Prepare Balance Sheet & Profit & Loss reconciliations
- Prepare Financial Statements
- Prepare Individual Tax Returns (Residents and Non-Residents, Sole traders, with and without investment properties, etc.)
- Prepare Trust, Partnership, and Company Tax Returns
- Prepare Self-Managed Super Fund (SMSF) Tax Returns using Simple Fund 360
- Prepare Capital Gain Tax Schedule
- Review Junior Accountant's workpapers
- Prepare Vacancy fee return, land tax assessment, and asset registration declaration for foreign investment owners
- Update, maintain, and reconcile fixed asset register

Accountant

TOA Global

June 2021 – March 2024

Duties and Responsibilities:

As Corporate Secretarial

- Prepares invoices to clients for ASIC & tax services through XPM
- Sends ASIC Annual Statements to clients
- Prepare and lodge ASIC Changes (i.e., Director's name, company address, etc.)
- Add new Clients to XPM
- Create and draft emails directly to clients
- Draft a list of queries for the manager and client's attention
- Prepare Structure Diagram for group of entities

As an Accountant

- Reconcile bank transactions (Bookkeeping)
- Create manual journals
- Import bank transactions in accounting software
- Prepare and lodge BAS & IAS return
- Prepare Financial Statements for review
- Prepare Balance Sheet & Profit & Loss reconciliations
- Prepare and lodge NIL Transactions to Taxcat Software
- Prepare and lodge Individual Tax Returns (Residents and Non- Residents, Sole traders, with and without investment properties, etc.)
- Prepare and lodge Trust, Partnership, and Company Tax Returns
- Lodge SMSF prepared by Senior Accountant
- Prepare Capital Gain Tax Schedule
- Prepare Tax Returns, Activity Statements & SMSF finalisations
- Prepare balance sheet & profit & loss movement in workpaper
- Update, maintain, and reconcile fixed asset register
- Understands and can use the ATO Portal

As a Bookkeeper

- Bookkeeping
- Bank Reconciliation
- GST Reconciliation
- Prepare BAS Reconciliation
- Create reconciling items for rental statements
- Check and create bills and invoices in Hubdoc and Xero Accounting Software
- Setup Employee in Xero Payroll

Accounting Assistant

Trackerteer Web Developer Corporation

March 2019 – June 2021

Duties and Responsibilities:

- Performs accounting and clerical functions
- Check forms for accuracy and make necessary corrections
- Keep accurate and thorough financial records
- Verify records and transactions in accounting software including checking paid and unpaid invoices
- Prepare payroll for staff
- Gather bills, record income, and track expenditures
- Prepare payments, invoices, and vouchers
- Check figures and ensure accuracy
- Maintains and organizes payment of accounts and transaction records
- Performs General Administrative tasks and other related duties as may be assigned
- Prepares invoices to clients for ASIC & tax services through XPM
- Sorting, filing, and updating confidential documents including employee records

- Calendar management
- Handle incoming and outgoing calls and emails

EDUCATION

Manuel L. Quezon University
Bachelor of Science in Accountancy
2018



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