

CURRICULUM VITAE BRIAN

For further information please contact Jude – Employment Co-ordinator
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PERSONAL STATEMENT:

I am seeking an accounts processing/administration position where I can apply my proven accounting skills and 15+ years' of practical accounts administration experience. I gain satisfaction from knowing I have successfully and accurately completed all tasks within expected timeframes.

KEY WORK SKILLS AND ATTRIBUTES:

- * Accounting Programmes: MYOB, Quickbooks, Quicken.
- * Payroll Programmes; ACE, MYOB.
- * Proven accounting skills; A/R, A/P, reconciliation, GST, payroll, PAYE, FBT.
- * General Office Administration tasks.
- * A strong work ethic, conscientious, trustworthy and self-reliant, honest, reliable, diplomatic, considerate, high work standards, customer skills.
- * Interpersonal Skills relating to leadership and team building.
- * Management experience including staff, stock, time, work.
- * Handling of money, cash, cheques, sales.
- * Able to work independently or as part of a team.
- * Group Facilitation Skills e.g. leadership, facilitator role, summation and decision making skills, which also aid me in being a positive and active group member.

EDUCATION:

- * 1997 NDB (National Diploma of Business Studies) Chch College of Education
- * 1997 NZIM Diploma in Management, Chch College of Education
- * 1997 Certificate in Accounting, Chch College of Education
- * 2001 Advanced Customer Skills Course, KiwiHost
- * 1991 Conflict Resolution Course, Mediation Services

COMMUNITY INVOLVEMENT:

- * Past Treasurer for a National Organisation with a Budget of \$100,000
- * Past Treasurer for a Community Organisation with a Budget of \$40,000

EMPLOYMENT HISTORY:

- 2007 to current Administration & Accounting Work - casual**
Via various Employment Agencies
Skills – as below
- 2006 – 2007 Office Administrator**
Hospitality Resource Services,
Skills – Accounts payable/receivable, Invoices Payroll, GST,
Credit control, Reconciliation Reports, Database entry, Filing
Redundancy due to cash flow
- 2006 – 2006 Clerical Assistant**
Department of Statistics,

Skills – Scanning, Form reprocessing

2005 – 2005

Accounting Clerk

David Philpott & Assoc

Skills – End of Year Reports

2003 – 2005

Accounts Clerk

Grey Skills

Skills – as above

2003 – 2003

Accounts Manager

Trike Technologies

Skills – as above, Office Work

2001 – 2003

Data Entry Clerk

Christian World Service

Skills – as above

1999 – 2000

Financial Services Clerk

Christchurch City Council

Skills – General Accounting, Public Relations

1998 – 1999

Office Clerk

Lyttelton Information Centre

Skills – General Office Admin, Customer Service, Promotion work