

CURRICULUM VITAE

Pina

For further information please contact Jude – Employment Co-ordinator

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CAREER OBJECTIVE

I am a graduate of Canterbury University with a Bachelor of Commerce majoring in Accountancy, Finance and Information Systems (AFIS). I am seeking a graduate entry level accounts assistant position where I can apply my proven account processing skills, knowledge and one year's practical workplace experience in accounts. My long term goal is to be a Chartered Accountant and I aspire to find a position where I can expand my horizons and gain the practical experience necessary to achieve this goal.

KEY WORK SKILLS AND ATTRIBUTES

- Graduated from the University of Canterbury with a Bachelor of Commerce majoring in AFIS in 2005
- 10 months practical experience as an accounts assistant/book keeper for an accountancy firm in Christchurch
- Over 3 months practical experience as a technical support representative for the MYOB Accountant's Division, supporting accountants on the uses of accounting software package
- Practical understanding of accounting processes and systems
- Proven accounting experience include processing :
 - ✓ Accounts Payable
 - ✓ Accounts Receivable
 - ✓ Bank reconciliations
 - ✓ GST and Tax returns
 - ✓ Payroll
- Practical experience as a technical support representative for MYOB included :
 - ✓ Communicating and listening to client software issues and finding practical solutions
 - ✓ Advising clients on technical solution to MYOB accounting problems
- Computer skills in :
 - ✓ Microsoft Office (Word, Excel, Powerpoint, Outlook)
 - ✓ Accounting software (XERO and MYOB)
- Proficient data entry skills and word processing ability (60wpm)
- Excellent communication and customer service skills
- Relates confidently and professionally to clients, customers, managers and work colleagues
- Fluent in languages: English, Tongan, French (conversational), Samoan (conversational)
- Effective time management, organisational and problem solving abilities

- Flexible and quick to learn new systems and processes
- Accurate numerical skills and good attention to detail
- Friendly, co-operative, enthusiastic and reliable
- An effective and contributing team member

EDUCATIONAL QUALIFICATIONS

2004 – 2007 **Full time student**
 Bachelor of Commerce *
 Major in Accounting Finance Information Systems
 University of Canterbury

1999 – 2003 **Yr 9 – Yr 13 Student**
 Christchurch Girls' High School
 Passed : 5th Form Certificate
 : 6th Form Certificate
 : 7th Form Bursary

**Academic transcript available on request*

ACADEMIC ACHIEVEMENTS

2006 – 2007 - Award for Mentoring Pacific Is. Students at Canterbury University
 - University of Canterbury Leadership and Services Award

1999 – 2003 - A Bursary
 -Senior Prefect
 -Peer Support Award
 -C Jean McGregor Prize for Accounting
 -Peggy Storrar Award for Academic Excellence
 -Dorothy Bone Memorial Prize for French
 -Overall Academic Excellence in 2002
 -PTA Prize for Accounting

WORK HISTORY

May 2008 – March 2009 **Accounts Assistant**
 ACUMEN Accountancy Ltd

Key tasks:
 Assisted 15 small business clients with processing Accounts Payable, Accounts Receivable, Bank reconciliations using XERO accounting package.
 Prepared GST returns, Tax Returns, monthly reports.
 Processed payroll and prepared PAYE returns.

Feb 2008 – May 2008 **Technical Support Representative**
 Accountants Division- MYOB

Key tasks:
 Assisted accountants with the use of MYOB accounting Software

2005 – Feb 2008 **Administration/Customer Service**
 Bond + Bond, Riccarton

Key tasks :
 Daily banking and cash handling
 Administered hire purchase agreements and payments

Ensured company policies and procedures were followed

2004

Night fill and Retail Assistant

The Warehouse, Northlands

Key tasks :

Specialised knowledge of store products

Cash handling and customer enquires

2003

Self Employed – Young Enterprise Scheme

Financial Controller

Christchurch Girls' High School

Key Tasks :

Administer the sales of shares, prepare budgets, forecasts & financial reports

INTERESTS AND HOBBIES

- Music
- Pacific Island Culture and Heritage
- Sports
- Debating
- Reading