



Staff Profile: **Aji Luke**

Position:

Bookkeeper



Qualifications:

- Bachelor of Commerce(Accounting)-Kerala University
- Diploma in Network Based Computing-NIIT
- Currently pursuing CPA program

Experience:

Aji has 10 years experience in Accounting. He was working as a Chief Accountant in Bahrain for over 7 years. He can perform all Accounting work such as Accounts Receivable, Accounts Payable, Bank Reconciliations, Reconciliations, Preparing and Maintaining Asset Schedule and Depreciation Statement and Summary, POS functions, Quotations, Inventory management, Payroll Management, Year End closing Reconciliation and Finalization of Accounts ie Preparing Income Statement and Balance Sheet, Weekly and Monthly Management Reports, Cash flow Statements, Budgets reconciliations, job costing. His experience includes arranging project finance and management, Export and Import Documentation, Letter of Credits.

Personal Details:

Aji live in Tarneit. He is seeking full time or part time Accounting role.

Exam results:

He has not yet sat for the exam

Note: The exam is intended to be challenging. The 60% pass mark is designed to select candidates that have a solid working knowledge of MYOB and accounting theory.