



Staff Profile: **Ashish**

Position:

Bookkeeper



Qualifications:

- Masters In Professional Accounting/Masters in Commerce- Deakin University
- Bachelor in Commerce- Delhi University – New Delhi, India
- Diploma in Business Administration(International Business)- Edexcel(UK)

Experience:

Ashish has a strong working knowledge of MYOB. He is currently employed by Quinlan Consulting Team in the role of 'Bookkeeper' where he has performed various duties for clients like Morwin Pty Ltd (www.morwin.com.au) as Payroll Officer for a fortnightly payroll for 15 employees with Recording RDO, annual leave and sick leave entitlements, allowances such as 'fares and travel', Processing overtime, running payroll reports and processing Accounts Payable invoices for 4 suppliers paid with payroll.

He has performed AP duties for Pathology NSW with invoices volumes ranging from 50-70 per week using MYOB Accounting Premier v12.5.

Ashish currently works for Studio Italia (www.studioitalia.com.au) using MYOB Premier to perform tasks including AP, Sales Orders, monthly statement preparation, intercompany reconciliations and administration 2 days a week. He is also working 2 days a week for Megan Park (www.meganpark.co.uk) performing duties ranging from AP, AR, Import function, preparing commission reports for agents and monthly statements using a custom built Sales software named DANT in conjunction with MYOB.

Personal Details:

Ashish lives in Vermont South. He is seeking a one day per week long term role to complement 4 days work he is doing for Quinlan Consulting.

Exam results:

Quinlan Consulting test all staff to ensure the consultants have the required experience and theory to undertake the role. Ashish's 75% result illustrates his outstanding ability to successfully complete the job criterion you have nominated.

Note: The exam is intended to be challenging. The 50% pass mark is designed to select candidates that have a solid working knowledge of MYOB and accounting theory.