



Staff Profile: **Boris Manojlovic**

**Position:**

Bookkeeper



**Qualifications:**

- Bachelor of Business and Commerce (Accounting) – University of Western Sydney
- Diploma of Business (Marketing) – TAFE NSW

**Experience:**

Boris has over 18 months of experience working for a leading national medical device distributor – Aida care. There he was involved in collecting monies for the company, reconciling customer accounts as well as preparing and analysing reports that were presented at board meetings. He used excel to prepare the reports and Microsoft Dynamics to collect and record accounts receivable. Apart from working for a medium based corporation, Boris has been working for 12 months for a smaller cleaning services business – Novi Sud Pty Ltd. Here his title is a Payroll Officer. He is in charge of processing staff timesheets and pay for 43 employees. Also, he distributes payslips to each employee and discusses fortnightly payment summaries with the company's manager. However his role encompasses much more than just a standard payroll process; he liaises with the financial planner and company's accountant every quarter to ensure superannuation accounts are intact and provide adequate information to prepare company's BAS. All work is done in Excel and MYOB. From March this year Boris joined Quinlan Consulting as a Bookkeeper. During the last 5 weeks he has completed weekly accounts for Quinlan Consulting, processing payables, receivables, payroll and completing bank reconciliations in MYOB. He has recently started at RestaurantCater in Artarmon 3 days per week using MYOB.

**Personal Details:**

Boris lives in Western Sydney – in St Marys. He currently seeks up to 2 days per week.

**Exam results:**

Boris has not undertaken his exam yet.