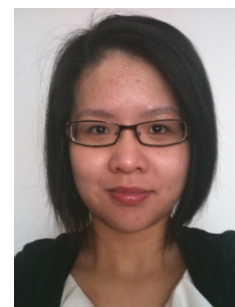




Staff Profile: **Caroline Foo**

Position:

Bookkeeper



Qualifications:

- Bachelor of Commerce (Accounting & Finance) – Monash University
- Advanced MYOB & Advanced Excel – QCT
- Undertaking CPA Program (Started January 2011)

Experience:

Caroline has successfully completed various duties for Quinlan Consulting clients such as Everlast Carpentry where she completed three month data and bank reconciliations using MYOB. Caroline has completed data entry for Snack Attack using MS Access. She successfully perform task for Quinlan Consulting Team which include data entry for Expenses and supplier invoice, Account Payable, Account Receivable, Bank Reconciliation, Month End Reporting and Variance Analysis using MYOB and Excel. Caroline is currently working for our client Express Legal 2 days per week using MYOB and Excel for AR, AP, and bank reconciliations.

Caroline was previously employed by Caroline K Morgan, a wholesaler company, for 9 months as an Accounts/Administration Assistant performing roles such as raising invoice and purchase order, sales data entry, filing, administration and customer service using a custom built software. She assisted the Financial Accountant in collating sales reports for the company.

Personal Details:

Caroline lives in Clayton. She is seeking up to 3 days per week work.

Exam results:

Caroline has not yet sat the exam.