



Profile: **Dipal Patel**



Qualifications:

- Master of Business Administration
- Bachelor of Business Administration

Experience:

Dipal has experience in Accounting, Administration and academic fields. She has a strong knowledge of MYOB having completed various accounting duties at Quinlan Consulting working for clients such as Express Legal (Law firm) and Studio Italia (Retail lighting company with 5 stores). She uses MYOB to perform invoicing, AR, AP, data entry, basic payroll, accrual journal, intercompany transactions, bank reconciliations, and preparation of BAS. She has reconciled Trust ledgers using both MYOB and Excel. She also performs the role of Exam Paper Marking Assistant at Deakin University; her duties include assessment of answer sheets and general administration tasks.

Dipal worked as an Office Administrator with Morvel Polyfilm (manufacturing organisation) for 2 year, where she performed tasks including general administration, preparation monthly report for senior management, financial viability reports for proposed projects. She worked as a tutor at C.N. Commerce College, at this position; she was responsible for delivering lecturers, running workshops, assessment of assignments and exam papers.

Personal Details:

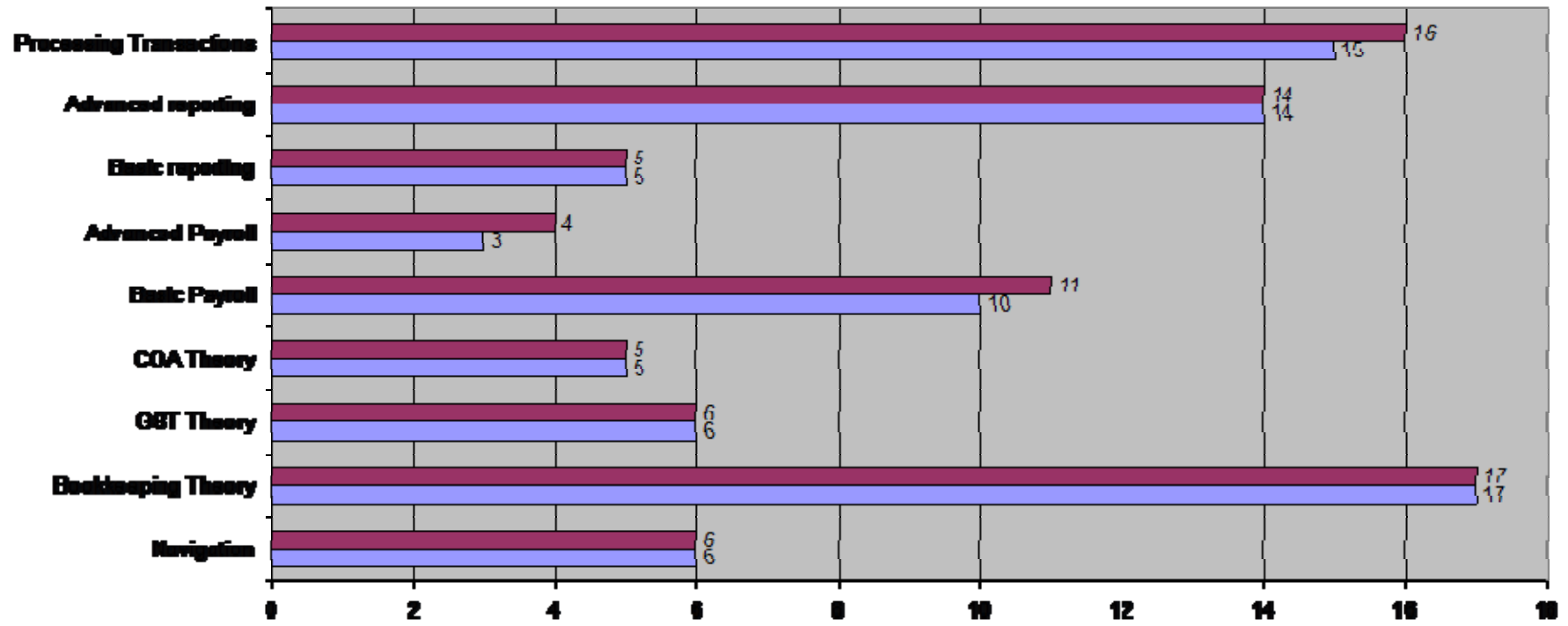
Currently, Dipal lives in Glen Huntly and she is moving into Tarneit from May 2011. She is seeking a long term role 1 to 2 days per week to complement her current part time work.

Exam Results:

Quinlan Consulting test all staff to ensure the consultants have the required experience and theory to undertake the role. Her 96% result (shown below) illustrates her outstanding ability to successfully complete the job criterion you have nominated.

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.

MYOB Exam results



	Navigation	Bookkeeping Theory	GST Theory	COA Theory	Basic Payroll	Advanced Payroll	Basic reporting	Advanced reporting	Processing Transactions
Possible	6	17	6	5	11	4	5	14	16
Score	6	17	6	5	10	3	5	14	15

■ Score ■ Possible

