



Staff Profile: **Gerard Sooriakumar**

Position:

Bookkeeper



Qualifications:

- Bachelor of Business Accounting – University of Western Sydney
- MYOB Intermediate – QCT
- MYOB Payroll - QCT

Experience:

Gerard has completed work processing the Payroll of Melbourne based building company Morwin Pty Ltd. This covers about 25 staff and covers RDO, allowances, and other aspects of payroll. He has also processed the sales, purchases, payroll and expenses of Quinlan Consulting Team and performed bank reconciliations

Gerard is currently working through three months data entry into MYOB for a marketing company. This covers AP, AR, basic payroll, and bank reconciliations.

Personal Details:

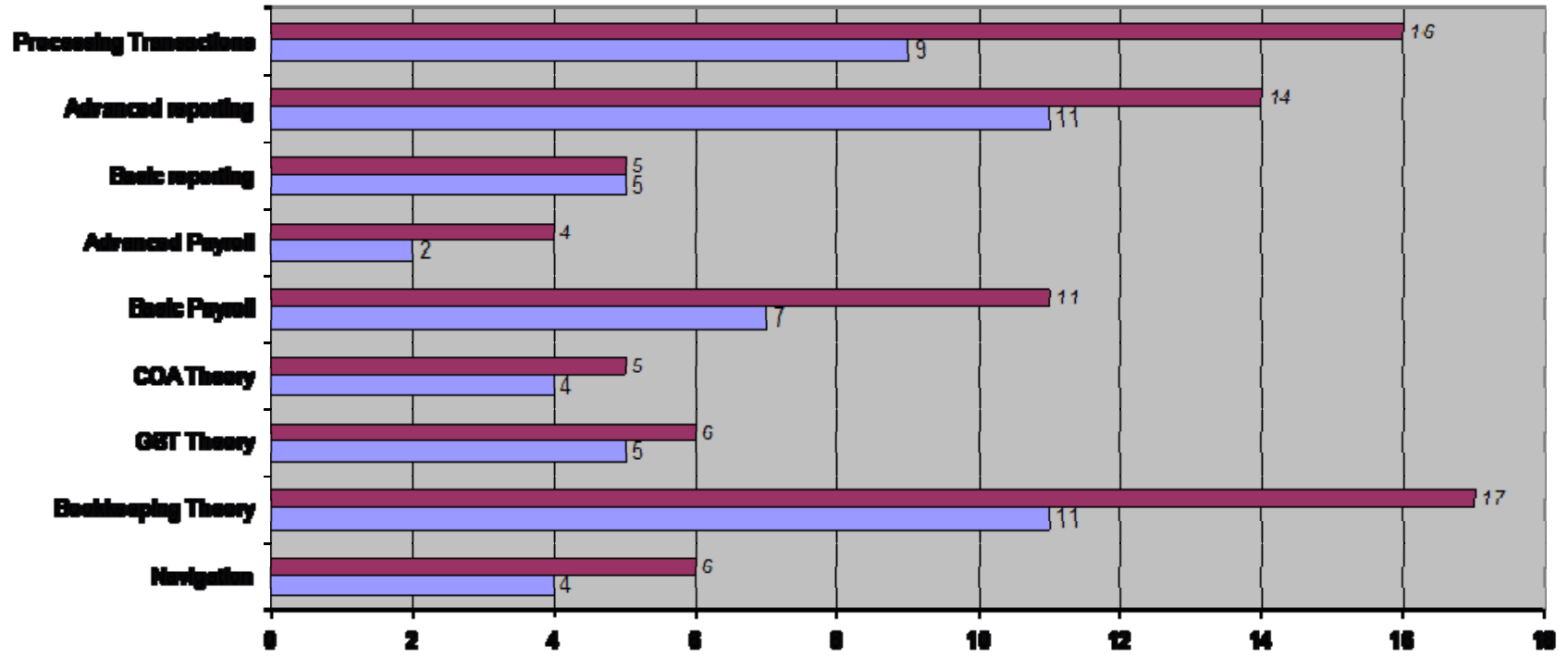
Gerard lives in Castle Hill, and is available to work up to 5 days a week.

Exam results:

Quinlan Consulting test all new staff to ensure the consultants have the required experience and theory to undertake the role. Gerard's exam score of 69% (shown on the next pages) indicates he possesses sufficient practical skills, and understanding of underlying accounting theories and concepts, to undertake the role of a junior bookkeeper.

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	4	11	5	4	7	2	5	11	9

■ Score ■ Possible

