



Staff Profile: **Hannah**

Position:

Bookkeeper



Qualifications:

- Bachelor of Business Accounting – Victoria University of Technology
- Diploma of Accounting – Victoria University of Technology
- Advanced MYOB and Excel Course - QCT

Experience:

Hannah is Accounting qualified with 16 months experience in the Accounting field. Hannah was employed as an Office Administrator full time by ACK Marketing based in Moorabbin. During the 14 months she performed AR, AP, daily banking, rec's, and office administration. Over the last two months she has worked on Quinlan Consulting clients work such as Gunasekera and Senn (Real Estate buying group) and Everlast Carpentry both using MYOB. She also has 2 years Administration experience coming from 8 months at UCMS Group as a Customer Service representative managing Optus Business Mobile performing administration of business customer accounts, resolving complex customer disputes, and managing billing process and systems and 1 year at Panola Fashion warehouse in Collingwood in general office administration such as filing, banking, order taking, and invoicing using MYOB.

Personal Details:

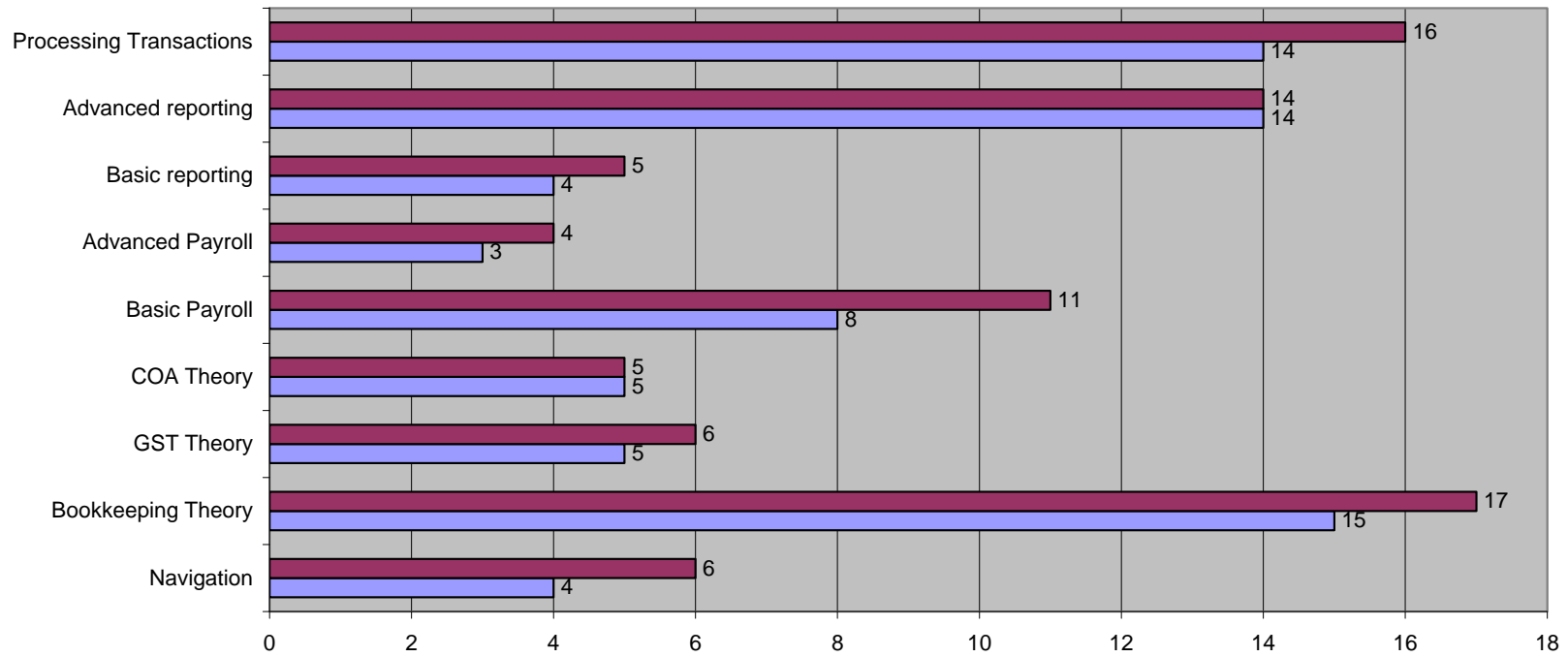
Hannah lives in South Melbourne and is comfortable travelling. She is available for 5 days.

Exam results:

Quinlan Consulting test all new staff to ensure the consultants have the required experience and theory to undertake the role. Hannah 86% result (shown on the next pages) 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	4	15	5	5	8	3	4	14	14

■ Score ■ Possible