



Staff Profile: Jaskirat Singh

Position:

Bookkeeper



Qualifications:

- Master of Accounting and Financial Management, La Trobe University
- Bachelor of Business Administration, Panjab University
- Undertaking CPA Australia Program (Commenced October 2011)
- Advanced MYOB, Quickbooks, BAS & Excel Courses

Experience:

Jaskirat works as a Bookkeeper at Quinlan Consulting Team. He has strong knowledge of MYOB having completed various accounting duties such as AR, AP, data entry, basic payroll, accrual journals, intercompany transactions and bank reconciliations for many clients.

Jaskirat has been assisting the management team in performing weekly accounts and preparing month end reports with variance analysis using Excel and MYOB. He performs payroll duties for our clients, recording RDO's, leave entitlements, allowances, and processed accounts payable invoices for suppliers. In addition to, he has assisted in BAS and IAS under Tom's guidance.

He is currently working at Overall Pannels in Coburg 1-2 days per week using Quote Plus and Xero. He also delivers some of our MYOB training courses such as MYOB AssetPro, and other MYOB products.

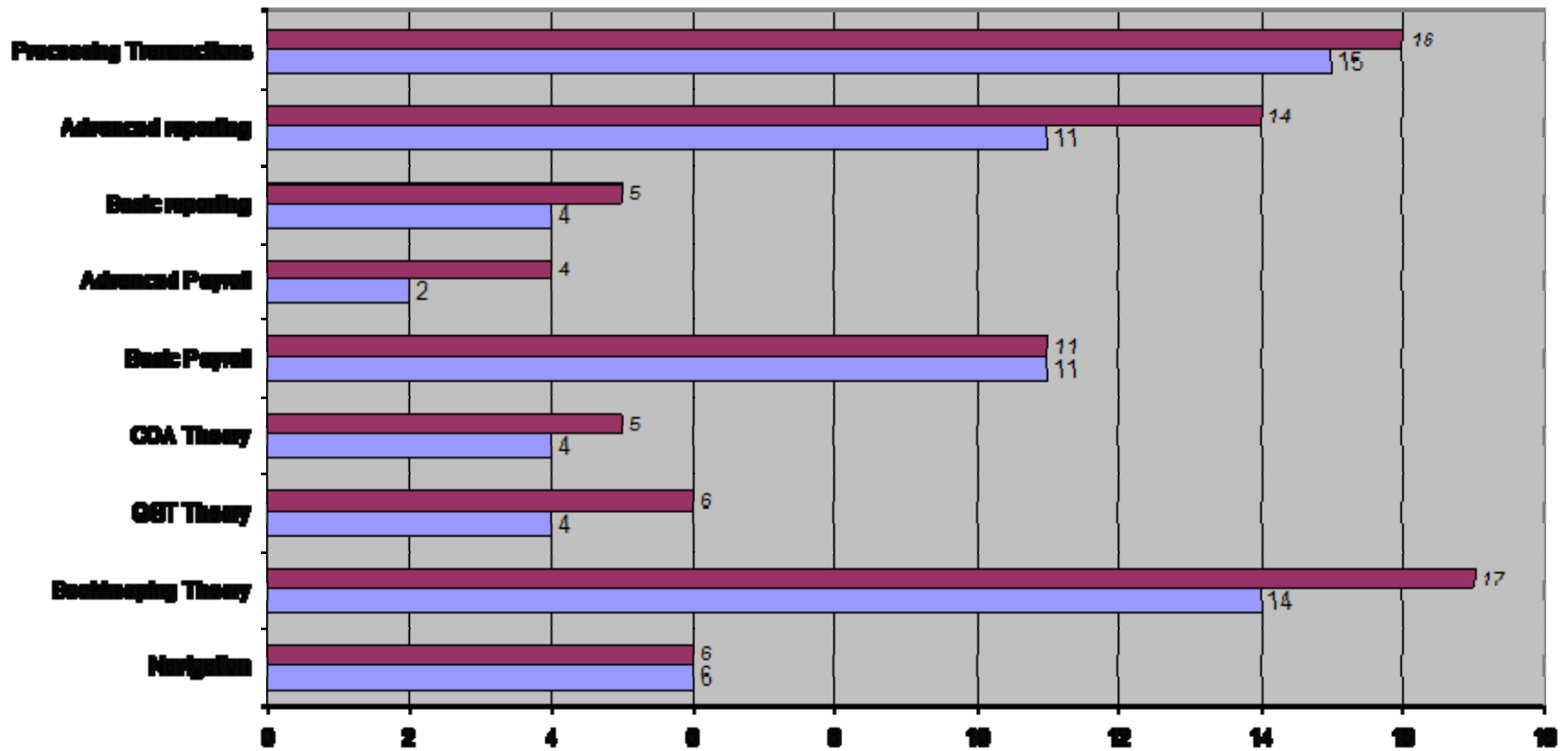
Personal Details:

He lives in Reservoir. He is available 3 days a week.

Exam results:

Quinlan Consulting test staff to ensure the consultants have required experience to undertake the role. Jaskirat's 85% illustrates his ability to successfully complete the job criterion you have nominated.

### MYOB Exam results



	Navigation	Banking 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	14	4	4	11	2	4	11	15

■ Score   
 ■ Possible

