



Staff Profile: **Malay Patel**

Position:

Assistant Accountant

Qualifications:

- CPA Australia Membership (commenced 2010)
- Master in Professional Accounting, Deakin University
- Master in Commerce , Deakin University
- Bachelor of Business Studies, Portobello College, Dublin,



Experience:

Malay has strong experience in Accounting, Administration, and Customer Service fields. He uses MYOB, Greentree Accounting software and HelpMaster Pro asset management software packages.

Malay started his Accounting career with Uniting Church in Australia (a large Not-for-Profit organisation) as an Accounts Officer; he managed 400 salary sacrifice accounts as per ATO guideline, processed invoices, set up loan accounts and reconciliation of credit card statements. He completed the above tasks under Chartered Accountant's supervision.

Currently, Malay is employed as a Financial Administrator for the same organisation. He process payments, creates fixed assets & maintains depreciation, records sales, reconciliations of supplier statements, accrual journals, IT consumable stock records, allocate charges to internal & external work units and assists to allocate IT equipment.

Malay also assists a Tax Accountant to lodge Individual Tax Return on casual basis. Additionally, he worked as a Reception Officer at Deakin University.

Personal Details:

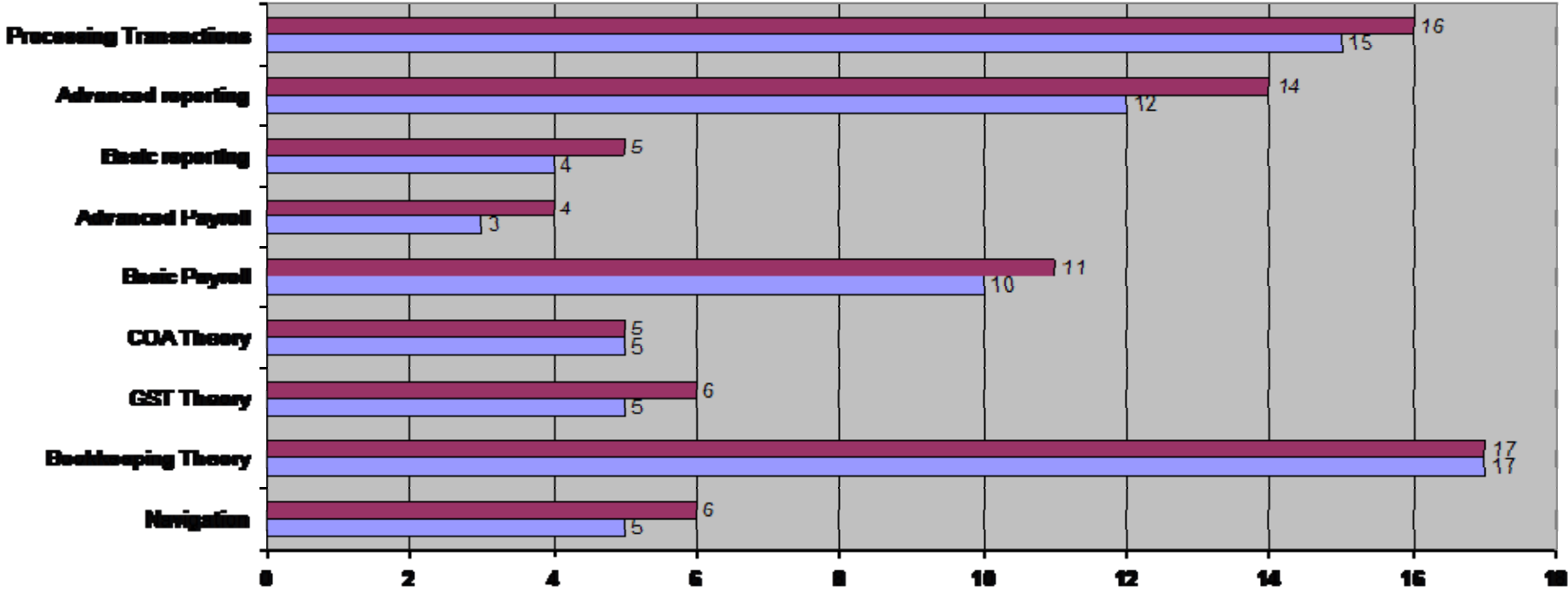
Malay lives in Tarneit and willing to drive to any suburb. He is seeking a full-time Accounting role.

Exam results:

Quinlan Consulting test all new staff to ensure the consultants have the required experience and theory to undertake the role. His 90% result (shown below) illustrates his 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	5	17	5	5	10	3	4	12	15

■ Score ■ Possible