



Staff Profile: **Melly Tan**



Position: Bookkeeper

Qualifications:

- ✓ Master of Business & Master of Professional Accounting - Monash University (HD average, holder of Monash University International Scholarship for Excellence)
- ✓ Bachelor of Electrical Engineering (Honours) - National University of Singapore

Experience:

Melly has completed entry of sales data and customer payment using MS Access 2007 with Quinlan Consulting since July 2010. For Morwin Pty Ltd she analyses the company client's monthly raw data and generates summaries of key sales performance. Recently, she worked the summer period (Nov 2010 – Feb 2011) with Ernst & Young as an intern. Her work involved extracting, analysing, summarising, and interpreting data based on client records and documents. She liaised with and communicated information to different levels of clients and team members while executing daily tasks. She undertook research for Partner and Directors on ASX200 companies directorship trends and specific tax regulations where she produced research report findings of direct practical usage.

She has advanced Excel skills and intermediate MYOB skills.

Personal Details:

Melly lives in Glen Iris and is availability 3 days per week (Wed, Thur, Fri)

Exam results:

Melly has not yet sat the QCT exam