



Staff Profile: **Monica Uribe**

Position:

Bookkeeper



Qualifications:

- Bachelor of Business Management– Externado University of Colombia
- MYOB Advanced course – QCT
- Advanced Excel – QCT
- QuickBooks Basics - QCT

Experience:

Monica has a strong working knowledge of MYOB and an intermediate knowledge of QuickBooks. She has a solid knowledge of MS Word and Excel.

Monica completed 5 months in a Marketing / Administration role with us where she was responsible for maintaining databases, attending to sales leads, and liaising with new customers. Monica has completed a number of Bookkeeping roles such as the payroll for Morwin Pty Ltd, a client of Quinlan Consulting, using MYOB, processing RDO, annual and sick leave entitlements, allowances, overtime and payroll reports. She has completed administration entry work for clients such as Snack Attack using MS Access. Monica also has 18 months experience with Colombian Civil Aeronautic in Administration doing tender submissions, database management, HR support and financial analysis.

Personal Details:

Monica lives in the Melbourne CBD. She is seeking a permanent FT role

Exam results:

Monica is due to sit the QCT exam this week.