



Staff Profile: NAVDEEP MANN

Position:

Bookkeeper



Qualifications:

- Masters of Accounting - Central Queensland University
- CPA Australia (expected completion date Dec. 2011)

Experience:

Nav is Accounting qualified with 3 years experience across Accounting and Stock Management. He has a strong knowledge of QuickBooks and MYOB. He is currently working with QCT and Cancer Council Australia. Currently at Instant Shade Umbrella's in Dandenong he uses MYOB and MYOB Retail Manager to process customs paperwork, Sales and purchases, along with stock control.

He processed quarterly financial data for Snack Attack (QCT Client) includes Sales data entry, raising invoices, processing bills and reconciling bank. He assisted with preparation of quarterly BAS and financial statements. At the Cancer Council Australia he performs tasks as their Finance Reconciliation Officer. He gained strong stock management skills working at Coles group as Stock Controller where he performed tasks to compile records concerned with ordering, receiving, storing, issuing, and shipping materials and supplies.

Personal Details:

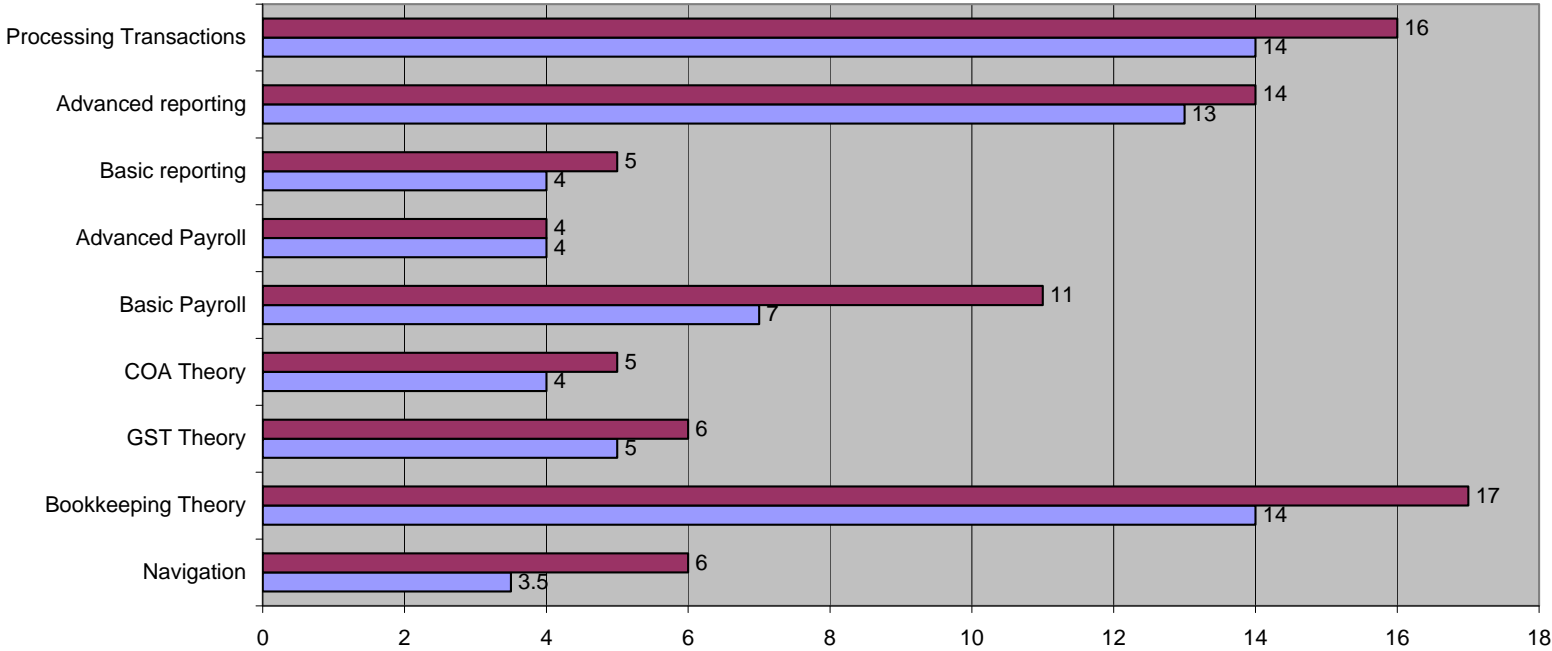
He lives in Bentleigh and seeks for up to 2 days per week work to complement his other client work.

Exam results:

Quinlan Consulting tests all new staff to ensure the consultants have the required experience and theory to undertake the role. Nav's 82% result (shown on the next page) 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	3.5	14	5	4	7	4	4	13	14

■ Score ■ Possible

