



Staff Profile: **Rika Soetomo**

Position:

Bookkeeper



Qualifications:

- Master of Commerce – Macquarie University, Sydney
- Bachelor of Economics – Tarumanagara University, Jakarta

Experience:

Rika has over six years of experience in Accounting, working across manufacturing, education, consulting, and trade industries. She used her SAP, Oracle and advanced Excel skills to perform full function of accounts ranging from AR and credit control, AP and payment run, reconciliations, cash-flow management, stock taking, compliance, and month-end/year-end reporting and analysis.

In Sydney, Rika worked several contracts with Honeywell and Capral Aluminium where she was responsible for AR receipting and application, reconciliations and data entry using Oracle and SAP.

At Quinlan Consulting, Rika performed various tasks for a number of clients using MYOB and Excel. For Quinlan Consulting, she has successfully completed a range of duties which include AR, AP, expenses, payroll, reconciliations, end-of-month reporting and variance analysis. She performed payroll for where she processed pays for 25+ employees. She completed three-month data entry, reconciliations and BAS preparation for Everlast Carpentry and for National Marketing Solutions. With Snack Attack, she completed sales data entry using Microsoft Access. Most recently she completed an MYOB setup and data processing work for Crave IT in Elsternwick.

Personal Details:

Rika lives in Burwood East and is available for 5 days per week.

Exam results:

Rika is due to sit the exam this week