



Staff Profile: **Sam Polsani**

Position: Bookkeeper

Qualifications:

- Masters in Professional Accounting – Central Queensland University
- Bachelors of Commerce (Hons) – Osmania University
- Advanced MYOB – QCT
- Advanced Excel - QCT



Experience:

Sam joined Quinlan Consulting Team in April 2011 and has been professionally trained in various aspects of Bookkeeping such as Accounts Payable, Accounts Receivables, Payroll, Reconciliations and month end reporting. She completed backup payroll for 15 staff members on a fortnight basis for one of our clients Morwin. Sam did BAS lodgments for us under the guidance of a CPA and she did end of month review of accounts and budget variance analysis.

In addition to work with us Sam completes voluntary work for Fluer Dely Patisseries using MYOB.

She has advance knowledge of MYOB and intermediate knowledge of QuickBooks. She is expertise in using MS Excel functions like graphs, pivot tables and formulas.

Personal Details:

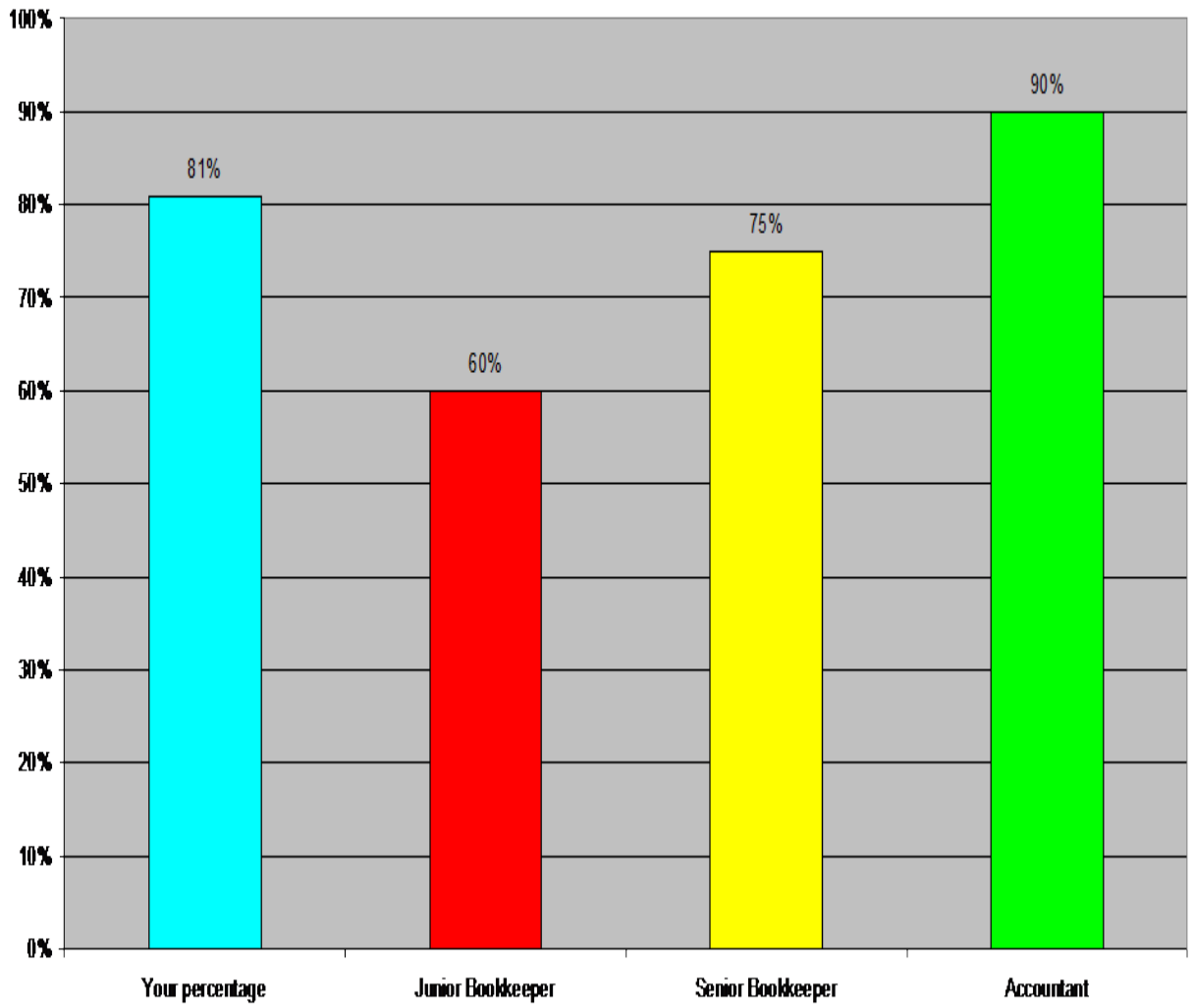
Sam lives in Granville, near Parramatta. She is available up to 5 days per week.

Exam results:

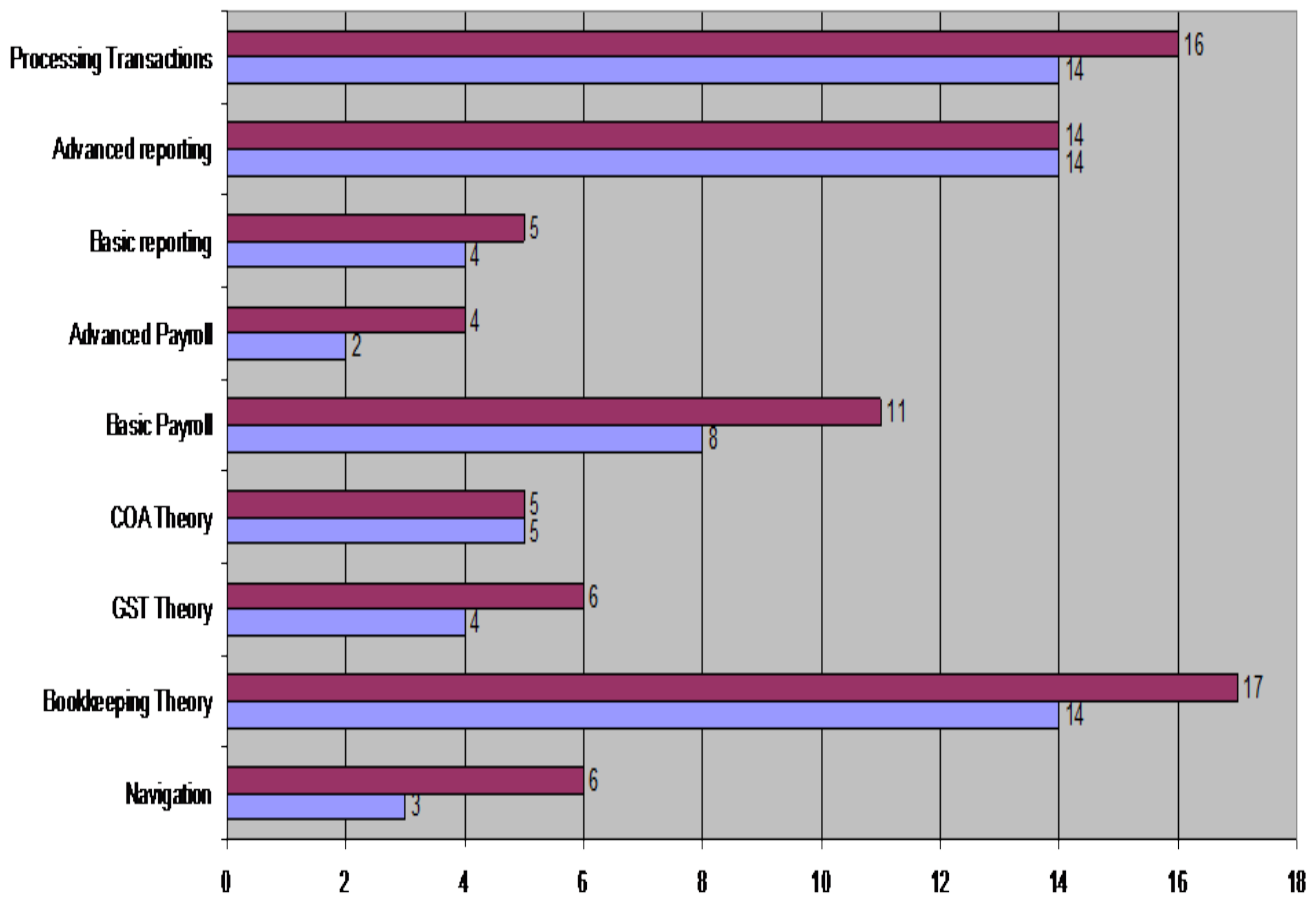
Quinlan Consulting test all new staff to ensure the consultants have the required experience and theory to undertake the role. Frank's 81% result (shown on the next pages) illustrates her outstanding ability to successfully complete the job criterion you have nominated.

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.

Overall results



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	14	4	5	8	2	4	14	14

■ Score ■ Possible

