

RESUME

NAME: GITANJALI SHARMA
DATE OF BIRTH: 10 JUNE 1986
GENDER: FEMALE
MARITAL STATUS: MARRIED
ADDRESS: 11 KARAN SINGH ROAD,
SAMABULA
MOBILE: 9420491

OBJECTIVE

TO OBTAIN A POSITION THAT PROVIDES VALUABLE EXPERIENCES IN LIFE SKILLS, ORGANIZATIONAL SKILLS AND PROVIDES FAMILIARITY WITH COMMON EDUCATIONAL SKILLS. WHICH MAY ASSIST ME IN FUTURE WORKING ENDEAVOUR

EXPERIENCE & SKILLS

February 2019 — Till Date: Scanlan Theodore (Pte) Fiji Limited

(Accountant/Payroll Officer)

- ❖ Great knowledge of MYOB Accounting Software
- ❖ Reconciliation of all the local supplier invoices with that of statements
- ❖ Bank reconciliations
- ❖ Year end audits with the auditors
- ❖ Internal and external procurement
- ❖ Lodgement of monthly VAT through the FRCS online TPOS portal

- ❖ Monthly lodgement of PAYE and FNPF through online portals.
- ❖ Quarterly lodgement of Fringe Benefit Tax through FRCS online portal
 - Lodgement of all exports and imports on a quarterly basis with The Reserve Bank of Fiji
 - ❖ Assisting in providing relevant information for the financial year end (which is July to June every year) to the external auditors
- ❖ Proper data entry and bookkeeping of all the exports and imports for the company and doing the same entry in MYOB
- ❖ Provide month end reports to head office based in Australia and clarifying the report further with detailed explanation through Microsoft Teams meeting
- ❖ Well versed with Datec Pay in extracting staff hours and cross checking the same with that of respective supervisors, on staff's arrival time and departure times.
- ❖ After receiving the relevant information from each department supervisor, feeding the relevant information back to Datec Pay and generating each staffs allocated hours they have worked.
- ❖ Upon completion of checking of hours for all staffs is completed, processing of the final pay and generating of pay slips.

July 2012 — February 2019: Tebara Transport Limited

(Finance Office/Accounts Assistant)

- ❖ Proficient in MYOB, Pastel, Reach Accounting Software, and Microsoft Office products including Excel
- ❖ Managing of stock, and carrying out stock take reports at the end of every month end
- ❖ High degree of accuracy and attention to detail with the capacity to detect errors
- ❖ Excellent time-management skills with the ability to prioritize multiple tasks and responsibilities while meeting deadlines
- ❖ Participates in all levels of journal entry, month-end, and fiscal close processes
- ❖ Experience processing payroll, accounts payable, accounts receivable, and cash receipt functions
- ❖ Reconciles general ledger reports and bank statements

- ❖ Prepares financial statements for senior management
- ❖ Understands tax reporting and compliance requirements
- ❖ Strong written and oral communication skills
- ❖ Maintains a high level of discretion when dealing with confidential information
- ❖ Approaches assignments with a customer-oriented skill
- ❖ Quick and accurate data entry skills
- ❖ Responsible for any other duties assigned by the superiors

2007 - 2011: Tappoo City

Head of Department- Western Boutique

- ❖ Email correspondent
- ❖ Pricing of new Garments
- ❖ Customer sales and service representative
- ❖ Achieving sales targets

2007- 2007: Training & Productivity Authority of Fiji (TPAF)

Attachment

Data entry

- ❖ Enrolling of new students

EDUCATION ACHIEVEMENT

TERTIARY: Diploma in Applied Computing (2005 — 2006) —
 Fiji National University

 Bachelors in Accounting (2011-2014) — Fiji National
 University

SECONDARY
SCHOOL: Baulevu High School (2000 - 2003)
 Bhawani Dayal Arya College (2004)

PRIMARY
SCHOOL: Naitasiri Bhartiya School (Year 1990-1999)

HOBBIES

- ❖ Socializing with people
- ❖ Watching movies
- ❖ Reading
- ❖ Playing

REFEREES

1. Mr. Vinay Mehta

(Lecturer — University of the South Pacific)

9931096

2. Ms. Kirti Chandra

(Manager Technical Officer – Water Authority of Fiji)

9104336

3. Mr. Deepak Singh

(Administration Manager – Scanlan Theodore Fiji Limited)

9970270