

SRIKUMARAN KIRUBAJINI (RUBINI)

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Victoria 3150.
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KEY COMPETENCIES

- Good working knowledge of accounts.
- With my excellent communications skills, I effectively communicated with people at all levels in our company & the community.
- Having worked in financial areas for a number of years, I have a practical & wide-ranging knowledge of business.
- I have a good knowledge of computer MS word & excel, etc.
I have a good knowledge of some Accounting Packages such as SUN, ACCPAC, FACT (Singapore) and MYOB (Melbourne)

EDUCATION & TRAINING

- I completed online Cert 4 in Bookkeeping from a tafe NSW .
- I am an Associate member of ICB Australia.
 - I completed Cert 1 in Business Skills Development course from Australian College QED.
 - I am a part qualified in-Institute of Chartered Accountants (I C A – Sri Lanka)
Level 2
 - 1990 – 1994 – Degree in Bachelor of Commerce (Accounting)
(University of Jaffna –Sri Lanka)
 - I am a part qualified in C I M A (London) and currently I am continuing my studies.
 - I attended a course of Preparing Full Set of Accounts (Manual) in Singapore.
 - I completed Cert 1 in Business Skills Development course from Australian College QED.

EMPLOYMENT EXPERIENCES

1.Currently I am working as a Part time Food safety Assistant in an aged

care centre from February 2018 to till now.

2. Worked as assistant for an Accountant from Jan 2013 to Mar 2014.

3. I got training at Public Practice – in 2010

Astute Plus Tax Accountants Glen Waverly 3150

I was trained in MYOB and tax matters (But still I keep in touch with her in her filing works now and then)

During this period I have gained the following training:

- Maintain clients accounts in MYOB
- Reconcile the accounts and prepare Bank Reconciliations
- Preparation of Tax Returns for individuals using Elite Software
- Preparation and lodgment of Bas on the Tax Agent portal & System
- Handling Tax Agent portal work
- Checking the assessment notices and sending out to the clients.

4. I worked as a volunteer Bookkeeper in Yes Gees Australia Pte Ltd (Dandenong South from October- December 2010).

5. I was trained by a Bookkeeper (Ms Kamala Nathan –Melbourne) from 01.05.2010 to 31 July 2010 in MYOB 17 Version.

- Managing accounts for Creditors
- Managing accounts for Debtors
- Prepare Quarterly accounts
- Prepare GST Reports
- Reconcile the accounts and prepare Bank Reconciliations
- Filing

6. I worked as a volunteer in an Accounting firm (Carbot Square Monash- Glen Waverley) In November 2009 using MYOB.

7. From 01.04.2006 to September 2009

I stayed at home taking care of my family.

**8. Accounts Assistant from 11.03.2004 to 30.03.2006
RADHA EXPORTS PTE LTD (Singapore)**

- Managed Accounts Payable including preparing vouchers, maintaining Creditors Ledgers
- Checked Sales Report
- Maintaining Cash Book
- Preparing Monthly Profit Statements.
- Prepared Monthly Bank Statements.
- Maintained General Ledgers.
- Prepared Trial Balances.
- Prepared Profit & Loss A/Cs
- GST filings.
- Used “FACT” Accounting Package.

**9. Accounts Assistant- From 03.12.1999 to 20.06.2003
LEGRAND (S) PTE LTD (Singapore)**

- Managed all functions of Accounts Payable including Data entry, issuing cheques,
- Maintained petty cash, reconciliations, GST calculations, maintaining records, filings, and supplier’s enquiries.
- Managed all functions of Accounts Receivable including maintaining records, data entry, reconciliations, customer’s enquiries, invoicing, and GST calculations.
- I used ACCPAC Accounting package

**10. Accounts Executive
PALCO MARINE SERVICES PTE LTD (Singapore)**

- Managed Data entry,
- Maintained Records including Debtors & Creditors.
- Prepared Bank Reconciliations,
- Prepared Trial Balances
- Prepared Profit & Loss A/Cs
- I used SUN accounting package.

Achievements

I have experience Accounts up to Trial Balance, Profit statement, GST, maintaining Creditors ledger, Debtors ledger, General Ledger, Data entry and other admin duties such as filing customer service.... etc.

Languages: English & Tamil

License: Car

Interests: Reading, Gardening, Cooking

Referees: Available upon request