**Contact Details**

Postal address: 28 Harold Street, Blacktown, NSW (2148)

Email address: kaurravneet2009@gmail.com

Visa status: Permanent Resident

**Summary**

I am an Accounting graduate and have been working as an Assistant Tax Accountant for the last 1 year and 2 months with Advantage Tax Accountants. I also have 3 years of experience at Nando’s as Customer service and the Restaurant Supervisor.

**Career objective**

To build a long term career in an organisation as an Accountant with opportunities for professional growth, where I can enhance and utilise my skills in the best possible way to achieve the Company’s goals.

**Qualification**

**Year Institution Course Name**

2014-2015 Queensland International Business Academy Professional year programmes

2012-2013 Central Queensland University Masters of professional accounting

2007-2009 Institute Of Management Studies Masters of international business

**Work Experience**

**Advantage Tax Accountants Assistant Tax Accountant June 2018- December 2019**

The Company which is based in Sydney offers Individual, Business and Company Tax return services and bookkeeping services. The company has three offices in Sydney. My role as an assistant tax accountant was on casual basis. I worked with the company mostly during the tax season.

**Responsibilities**

* Experience in preparing the Business Activity Statements.
* Experience in lodging GST returns.
* Experience in preparing Individual and Investment property returns.
* Generate client’s tax returns to Handisoft.
* Help client’s to optimise their tax refund by claiming the work –related expenses.
* Assist clients over the phone regards to their tax return queries.
* Handle ATO phone calls regarding clients and follow up with the clients.
* Generates client’s tax invoices.
* Provides great customer service to the client’s.

**Nando’s Surry Hills Supervisor February 2012 – May 2015**

Nandos is a Portuguese Restaurant and is originated from Africa. The founder’s name was Fernando and he kept the Restaurant name as Nandos. The restaurant is famous for its flame grill chicken with unique peri-peri sauces. For more information, the website is www.nandos.com.au.

**Responsibilities as a Supervisor:**

* Providing excellent customer service
* Handling Daily and Weekly Stock Take in the restaurant.
* Customer Service (Greeting, Taking Orders, Cashier and Serving Customers)
* Dealing with Customer Complains
* Managing and coordinating the orders with other kitchen staffs
* Training New Staff.
* Enter all the Invoices in the Redcat System.
* Record payments and prepare daily banking.
* Issue account statements on a monthly basis.

**Achievements**

* Got a Scholarship from Central Queensland University for studying Masters of Professional Accounting.
* Promoted as a Supervisor at Nando’s Surry Hills.

**Hobbies**

* Cook different cuisine, like Asian, Portuguese and Indian
* Always interested to learn different culture of people around me.
* Natures Photography

**References**

References are available upon request.