RESUME: RESHMA LAL

PERSONAL DETAILS:

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EDUCATION & QUALIFICATIONS:

2009 ***Graduate Certificate in Business***
University of Southern Queensland, Toowoomba, Australia

1997 ***Bachelor of Commerce Degree***
Guru Nanak Dev University, Punjab, India

1993 ***Fiji Seventh Form Examination***
Navua High School, Fiji Islands

SOFTWARE/SYSTEMS:

- SAP
- Ispot
- Business Intelligence
- Map Info/Dekho
- Microsoft Access
- Microsoft Word & Excel
- QuickBooks
- MYOB

EMPLOYMENT HISTORY:

October 2012 till October 2015
City of Gold Coast. Level 5, Waterside West, Bundall, Gold coast
Branch: Corporate Finance – Asset Reporting
Position: Supervising Accountant

Key Tasks:

- Overall coordination of infrastructure financial reporting activities
- Establish the status of infrastructure financial reporting, in particular the status of individual Work In Progress (WIP) and Contributed Assets (CA) projects
- Detailed review of Work In Progress (WIP) and Contributed Assets (CA) projects working papers prepared by Finance Officers
- Submit fortnightly WIP and contributed Return Files to Asset Accounting for financial recognition
- Monitor and compile reports on the status of infrastructure financial reporting
- Performing uploads into SAP from IPMIS and WIP Ageing

- Reconciliation of asset component data registers with the financial asset register and other asset data under the legacy system
- Audit the integrity (accuracy, completeness and currency) of asset component data and identify data quality improvement areas.
- Ensure records and information management is complete and reliable.
- Consult and collaborate with a diverse range of stakeholders including internal clients and external audit
- Supervision of 2 infrastructure Asset Reporting staff.

March 2010 - October 2012
City of Gold Coast. Level 5, Waterside West, Bundall, Gold coast
Branch: Corporate Finance – Asset Reporting
Position: Finance Officer

Key Tasks:

- Allocation of capital expenditure to assets constructed, including the compilation of detailed working papers
- Financial recognition of Work in Progress (WIP) and Contributed Assets (CA)
- Investigation and analysis of capital expenditure and assets constructed
- Input to the development of infrastructure financial reporting policies, procedures and controls
- Assist with the implementation of infrastructure financial reporting improvements
- Interaction with a range of stakeholders including Engineering/Community/Organisation Services directorates to effectively deliver outcomes and achieve objectives
- Ensure records and information management is complete and reliable

July 2008 – February 2009
Dignan Stephens Accountants Pty Ltd, Nerang, QLD

October 2006 – September 2007
Condon Treasure Accountants Pty Ltd, Charleville, QLD

Position: Intermediate Accountant (Same position held in 2 companies)

Key Tasks:

- Check incoming and outgoing mails with the admin/receptionist
- Preparation of business activity statements
- Income tax preparation for individuals, partnership and Companies
- Loging onto ATO Portal to check the clients integrated accounts and for outstanding tax liabilities
- Preparation of financial statements i.e. statement of financial performance and statement of financial position
- Preparing excel spreadsheets where possible for small clients who provided us with only cheque books and deposit books
- Doing bank reconciliations where necessary
- Data entry from programs like QuickBooks, Phoenix and MYOB
- Exporting data from Cashbook Plus to Viztopia

- Completing jobs from data entry to tax preparation within the budgeted time frame
- Having the jobs reviewed by the Partner
- Maintaining a log for jobs and providing the partner with a weekly status report on each job undertaken
- Preparing bills for clients and discussing write offs with the Partner where necessary
- Monitoring my own productivity which had to be 80% daily
- Conducting client interviews and providing explanations to clients with queries regarding their tax returns or financial statements
- Conducting audits for small business'

February 2006 – August 2006
R Lal Accounting Services ABN#90 958 149 041
Client : Charleville Neighbourhood Community Centre
Position: Consultant

Key tasks:

- Compiled the financial report for audit
- Trained the Financial Administrator for the job
- Prepared a manual for the Financial Administrator to enable her to carry out the job successfully
- Assisted the program coordinators with budget preparation
- Streamlined the Accounts Payables process with introduction of payment vouchers and a better filing system

May 2004 – September 2005
Hamilton Childcare Services Trust, Hamilton, New Zealand
Position: Financial Administrator

Key tasks:

- Create monthly financial statements by the second Friday of the following month
- Preparation of annual accounts for audit
- Manage investments and cashflow
- Manage accounts payables
- Reconciliation of Ministry of Education grant funding claims for all services
- Manage WINZ (Work & Income of New Zealand) subsidies for all services
- Manage accounts at debt collection
- Maintain financial records
- Oversee wage reporting
- Maintain and update the financial Administrator's manual
- To work effectively as part of a team
- Participate in own professional development through outside courses, seminars etc
- To have clear understanding of Administration Health and Safety policies
- To have clear understanding of all relevant Trust policies and procedures and ensure that they are adhered to at all times

January 2003 – March 2004
Outrigger Marshall Islands Resort, Majuro, Marshall Islands
Position: Financial Controller

Key Tasks:

- Create monthly financial statements by the 10th of the following month
- Analyse monthly profit and loss statement and communicate the results to the department heads
- Identify high risk areas and develop mitigating controls and processes
- Direct the development of methods and procedures necessary to ensure adequate financial operations
- Monthly forecast and annual budget preparation
- Assist the General Manager and department heads to develop appropriate forecasting of future budget requirements
- Perform cash management and cash flow projection
- Reconcile all balance sheet accounts
- Implement better expense controls
- Monitor petty cash imprest system
- Conduct stocktake of food and beverage
- Ensure that food and beverage cost percentage was in line with the budget
- Strengthen month end closing and reporting policies and procedures
- Direct supervision of accounts receivables, accounts payables, general cashier, human resources and gift shop sales clerks
- Provide leadership and management oversight to staff under supervision
- Implement procedures for better inventory management in the gift shop
- Prepare monthly reports and requests for funding from Republic of Marshall Islands Government for repair of hotel
- Ensure monthly forecast, financial reports and ongoing advice is communicated to the Board and Executive team

Key Achievements:

- Gave new physical look and working environment to the accounting department
- Recruitment and retention of skilled
- Responsible for setting up in-house payroll system resulting in reduction of bank processing fees
- Assisted accounts receivables department in reducing receivables by pursuing missing supporting documents and correcting billing errors
- Submitted receivables which were more than three years past due to small claims tribunal
- Significant reduction of accounts receivables
- Salary saving in nearly all areas of the hotel. Restructure of executive office from four to three staff, reduction of maintenance staff from nine to six (lack of skill required external contractors
- Price comparison of two major food suppliers and changing over to the supplier with the best offer
- Negotiated daily settlement of Amex to the local bank account. Prior to this, the settlement was done through cheques
- Received comments from the Director of Finance that the balance sheet looked the best in seven years since the hotel's operation

- Boost in staff morale – staff were now actively involved in decision-making and they were also powered to make decisions
- Higher level of interaction/input from staff
- Quality and reliability of financial data which resulted in making effective and correct decisions
- Attendance and punctuality of the staff improved
- Management's confidence in the accounting department
- General improvement in cost controls particularly in food and beverage area

June 2002 – January 2003
Pacific Marshalls Inc. – Gibsons, Majuro, Marshall Islands
Position: Financial Accountant

Key Tasks:

- Prepared financial statement, analysed actual vs. budge, communicated financial information with various groups both internally and externally, monitored financial systems, bank reconciliations and cashflow analysis
- Ensured that the budgets are strictly followed and budget variances are reported to the controller
- Participated in all facets of accounting, reporting and analysis of financial information
- Prepared monthly accruals, journal entries and other reports
- Prepared all bank reconciliations
- Prepared monthly expense analysis by department
- Assisted with the month end closing process
- Monitored and assisted in cost control
- Conducted and reported the monthly variance analysis
- Responsible for the supervision and review of lower level staff
- Assisted with the development of internal reporting process
- Analysed data for management review as and when required
- Ensured compliance with GAAP and internal controls
- Reconciled and researched discrepancies between general ledger and specific accounts
- Participated in special projects as assigned
- Analysed and maintained inter-company transactions between subsidiary, affiliate and parent
- Hands on management of cash control and cash movements
- Auditing the financial statements prior to handing over to the external auditors – Deloitte & Touche
- Assisted in the co-ordination of the external audit process
- Monitored and optimized workload distribution and workflow
- Training accounting staff on a daily basis in passing journal entries and other accounting related tasks
- Set periodic goals and facilitated staff achievement
- Created motivation and reward mechanism
- Managed the fixed asset register
- Continuously strived to improve processes and systems to maximize efficiency
- Maintained a high level of internal and external customer service with special focus on service Desk Supervision

Key achievements:

- Before, audit meant only stock counting and verification. With the guidance and leadership of an expatriate from Tonga (Wayne Maiden Associates), we went a step further in ensuring that the physical stock balanced with the book stock on a monthly basis
- The satellite stores and other departments were issued with stock variance reports and discrepancies were investigated
- By involving IT department in the accounting functions, we were able to carry out the successful interface of two different systems – Counterpoint (point of sale) and Realworld (Accounting software). This was never attempted in four years since the acquisition of the systems.

March 2001 – June 2002
Pacific Marshalls Inc. – Gibsons, Majuro, Marshall Islands
Position: Accounts Payable Supervisor

Key Tasks:

- Supervised three accounts clerks
- Made schedules of payments to ensure that all vendors were paid in a timely manner
- Approved all vendor invoices before payments
- Ensured that proper payment procedures were followed by the clerks
- Cleared bank drafts and did wire transfers to the vendors
- Maintained subsidiary ledgers of all vendors and performed monthly reconciliation with creditors statements
- Monitored merchandise in transit account
- Conducted reconciliation of cash disbursements
- Prepared cash flow reports
- Conducted random checks on filing of payment vouchers
- Reconciled all liability accounts to the general ledger
- Checked that all purchase orders were signed and returned to the accounting office
- Recorded transactions related to notes payable and reconciled with the bank statements

February 2000 – February 2001
Pacific Marshall Inc – Gibsons, Majuro, Marshall Islands
Position: Business Office Accountant

- Prepared daily sales summaries, monthly financial reports, vendor payments, debtors collections and bank reconciliation
- Conducted monthly physical count of inventory of vehicles, marine products and maintained stock ledgers
- Reconciled all automotive accounts
- Audited cashiers transactions and supervised cashiers and accounts clerks
- Accountable for all numbered documents i.e. repair orders, rental agreements, invoices and receipt books
- Compared daily deposits with cashier's summary to determine shortages and overages and investigate the same

January 1998 – February 2000
Ayra Pratinidhi Sabha of Fiji, Suva, Fiji Islands
Position: Administration/Accounts Officer

- Maintained books of accounts for the organization
- Did monthly reconciliation, prepared quarterly balance sheet and trial balance
- Prepared financial statements for audit purpose of all the twenty schools that were run by the organization
- Computerised the organization's accounts and maintained general ledger data files
- Performed internal audit of the school accounts

REFEREES:

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Position: Asset Revaluation Coordination Officer
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Melissa Poelstra
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Position: Financial Accountant
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