

# TALHA IFTIKHAR

## CAREER OBJECTIVE

I am a self motivated individual, with solid knowledge of bookkeeping and taxation. With a strong attention to detail and an ability to multi-task, I am seeking to engage in a career that allows me to showcase my accounting and finance skills, and further enhance my knowledge of tax and accounting software, problem-solving, and analytical skills for mutual growth and success.

## SKILLS

- MYOB
- Xero
- Microsoft Office (specifically Excel including Vlookup and Pivot Tables)
- Financial statement and ratio analysis
- Variance analysis
- Analytical reasoning
- Account reconciliation
- Team player
- Web Savvy
- Budget forecasting
- Customer relations

## EDUCATION

### PROFESSIONAL YEAR PROGRAM

Performance Education, Melbourne  
Feb 2018 – Dec 2018

Areas of study: Accelerating Interview Success, Professional Workplace Communication

### GRADUATE DIPLOMA IN PROFESSIONAL ACCOUNTING

Victoria University, Melbourne  
July 2016 – July 2017

Key achievements: Distinctions in Professional Auditing, Business & Company Law, and Accounting System & Processes

### MASTER OF APPLIED FINANCE

Monash University, Melbourne  
Feb 2015 – June 2016

Key achievements: Distinctions in Financial Statement Analysis & Business Valuation, Advanced Security Analysis

### BBA (FINANCE)

SZABIST, Pakistan  
Aug 2009-Aug 2013

## EXPERIENCE

### Clean & Green Property Services Mar 2019 - Nov 2020

#### Designation: Executive Accountant

##### Responsibilities

I was assigned 2 real estate agencies: Nelson Alexander, and Domain & Co. I had to manage all related activities between them and our company.

##### Duties and responsibilities included:

- Created detailed journal entries, and recording in general ledger to maintain income statements and expenses,
- Handled concerned accounts payable and receivable on a daily basis to validate every invoice and expense report,
- Used excel and the company software to record all financial data as well as bills and invoices,
- Followed up with vendors, servicing teams and our field staff to regularly solve any issues,
- Reconciled business accounts to ensure all records match and every transaction is recorded,
- Prepared quarterly BAS lodgements, and GST payments using industry standard practices,
- Helped Chief Accountant in monthly closings, Australian Tax Office document fillings, and ASIC reporting,
- Assisted the real estate teams and other staff in any accounting duties when needed,
- Investigated expenses that were submitted by staff and employees,
- Prepared and helped in merging annual financial reports.

### GRANDWELL PTY LTD

June 2018 - Feb 2019

#### Designation: Assistant Accountant

##### Responsibilities:

Using MYOB, STRIPE, and an in-house software to manage all of the customers' accounts.

Duties included; employee payroll, accounts receivable and payable, bank reconciliation, and maintaining all accounting records.

Undertook certain administrative duties, such as answering calls, taking meeting minutes, using Zoho for customer relationship management and sorting physical records.

## CERTIFICATIONS

- Fundamentals of Digital Marketing | Google
- Financial Modelling for Business Analysts and Consultants
- Equity Research & Financial Modelling

## ACADEMIC PROJECT

### ACCOUNTING SYSTEMS & PROCESSES

Victoria University, Melbourne

**Objective:** To complete an online MYOB practice set, that is based on a one-month accounting cycle for a fictional business.

**Tools:** MYOB Accounting Plus software, accounting concepts including inventory reporting, accounting sub-systems, internal control, cash and receivables, non-current asset reporting, equity analysis, profitability and liquidity analysis.

**Duties:** It was an individual assignment. I had to setup a company, record transactions, find and fix errors from previous month's entries, recorded inventory receivables and payables, had to adjust entries, did bank reconciliation, finalize financial statements, and draw up the month's trial balance.

REFEREES AVAILABLE UPON REQUEST