



PARISHMA KRISTIKA PRASAD

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PERSONAL SUMMARY

An adaptable, resourceful, and enthusiastic person who has extensive experience of having a wide level of general responsibility for monitoring and reconciling a company's accounts. Considerable experience of cash-flow statements and income statements. A strong communicator with excellent interpersonal skills and knowledge of KPI reporting and assisting in the production of weekly profit and loss reports. Contributing extensively to teamwork and always displaying a willingness when resolving, analysing, and investigating various accounting discrepancies. Having a proven ability to ensure that day to day work is carried out in line the agreed policies and procedures and quality standards. Now looking to further an already successful career by working in the finance department for an ambitious and expanding organization.

CAREER HISTORY

FEDEX EXPRESS FIJI PTE LTD

Operations Support Agent – Present

Verifying payments and reconciling cash outflows for BPO and Singapore team.

High value invoice processing

Liaising with all COD customers

FNPF lodgements

FRCS prepayment and reconciliation

Petty Cash audits and reimbursements

Managing of local procurement activities

Initiating vendor creations

Handling all Encore and Business Critical License Portal functions

Managing and updating automated accruals system monthly

Handling accounts receivables queries and payment followups

TNT EXPRESS WORLDWIDE PTE LIMITED

Assistant Accountant/Accounting Administrator – 09/2017 – 05/2021 (2 Year 7 months)

Responsible for performing a full range of accounting activities and functions, in particular financial budgeting, accounting, and analysis reporting.

General ledger entry including accruals and prepayments.

Preparing VAT

Reconciling petty cash at the end of each month.

Performing basic analysis of accounts and accruals.

Preparing weekly profit and loss reports

Following up on debtors

Communicating clearly and effectively with the accounts team

Making statutory lodgements of VAT, PAYE and FNPF.

Initiating telegraphic transfer payments

Processing of weekly accounts payable functions (making supplier and contractor payments)

Weekly bank and duty clearing

Writing of manual cheques for custom payments

Preparing bank reconciliations

GSP billings

Monthly GL reconciliations using Trintech software

Weekly IRIS reconciliation and ISB postings

Compiling desktop procedures and training materials for Accenture team in India

Signing up of new vendors in the system
Closing of monthly Accounts Payable system for FedEx Express Fiji
Raising of purchase orders
Raising credit notes in the system
Assisting with external audits
Monthly intercompany reconciliation and payments
Attending meetings with vendor and customer support to resolve queries

ALFA PTE LIMITED

Accounts Payable Officer - 12/2017 – 09/2018 (8 months)

Performing accounts payable functions for manufacturing expenses
Managing creditors, generating weekly cheques, deposits and processing of Telegraphic Transfers
Prepayments to overseas suppliers.
Maintaining payment voucher, journal, VAT and GSRN files.
Recording invoices, generating purchase orders and Goods Service Received Note (GSRN)
Data entry of daily stocks
Preparing petty cash reimbursements
Managing the external and internal mail functions.
Providing telephone support
Preparing monthly supplier reconciliations.
Recording accruals' and passing of debit and credit notes.
Monthly stock take verification
Generating invoices
Creating new suppliers for products and code creations
FNPF and PAYE payments

KEY SKILLS AND COMPETENCIES

Extensive knowledge of excel spreadsheets
Knowledge and experience of SAP and Bizzxe software
Excellent customer service & communication skills
Ability to handle large volumes of invoices.
Can quickly understand and evaluate complex information
Able to connect with customers to build loyalty
Highest standards of accounting accuracy and precision.
Familiar with a wide range of accounting software
Experience of working to tight deadlines with limited resources
Highly organized, proactive, hardworking, focused, & have attention to detail
Able to handle multiple tasks, work quickly and well under pressure.
Strong work ethic
Speak and write in fluent English with little knowledge of iTaukei language
Vendor relationship management

ACCOMPLISHMENTS

Post Graduate Diploma in Accounting – The University of Fiji – 2022
Certificate of Successful Completion of ASTP 123 Air Cargo & Mail Security Course – 03/2022
Certified CAAF Screener – 07/2023
Bachelor of Commerce – Majors in Accounting and Economics – The University of the South Pacific 2015 – 2017 (Graduated on the 23rd March 2018)
Tavua College 2010 - 2014

Education Achievements

FY13CE – 2014 – 334/400
FY12CE -2013 – 326/400
Fiji Eighth Year Examination – 2009 – 434/500

Professional Achievements

Participant of User Acceptance Training (FedEx Express) in Australia – January 2020
Participant of Oracle Go live conference in Australia –Feb 2020
Trainer for KB program –FedEx Express in areas of:
1. Invoice Processing
2. Submitting online payments

3. Preparing payment proposal and submission through Oracle Cloud
5. Raising system Purchase Orders
6. GL reconciliation through Trintech Software
7. Bank Reconciliations
8. Recipient of Bravo Zulu Award for FY21 Statutory Audit

Interests:

Travelling
Music
Cooking
Socializing
Photography

REFEREES

Mr. Roneel Prasad

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