

## **CURRICULUM VITAE**

### **PERSONAL DETAILS**

NAME: Sheenal Nikita Prasad

RESIDENTIAL ADDRESS: Khalsa Rd, Suva, Fiji

DATE OF BIRTH: 15<sup>th</sup> Sept 1996

MARITAL STATUS: Married

GENDER: Female

NATIONALITY: Fijian

Fiji Institute Accountant (was student member) Number: **999477**

Group 2 License: **924985**

### **CONTACT DETAILS**

PHONE CONTACT: 9647980

EMAIL ADDRESS: [sheenalprasad98@gmail.com](mailto:sheenalprasad98@gmail.com)

### **LANGUAGE**

- English
- Hindi

### **CAREER OBJECTIVE**

I would like to secure an entry level position in an innovative sector, utilizing the knowledge acquired from my secondary, tertiary studies. As well as to be able to put in practice of gained knowledge.

### **PERSONAL STATEMENT**

Being an achievement- oriented person I thrive on responsibility and enjoy working with people as part of a team. I have exceptional communication and organizational skills, honesty, politeness, a caring nature and I get on well with others. I am a very reliable and ensure all tasks are followed through successful completion. I have completed my Bachelor's Degree in Accounting & Management from the Fiji National University and have graduated successfully. With immense fervor towards every work I am engaged in, I place customer (internal/external) needs and expectations at foremost. I am experienced to work under minimum supervision and able to effectively achieve not only targeted outcomes but maximum results in allocated timeline.

## **EDUCATION Tertiary Studies**

2016-2018 Fiji National University (Bachelors in Accounting & Management)

## **Secondary School**

2011- 2015 D.A.V College (Form 3-7)

## **Primary School**

2003-2010 S.S.M Primary School (Class 1-8)

## **QUALIFICATION GAINED**

2015- Fiji Seventh Form Examination

2014- Fiji School Leaving Certificate Examination

2019- Bachelor of Commerce (Accounting & Management)

## **WORK EXPERIENCE**

### **➤ Finance Officer – Vision Investments Limited T/A Courts**

#### **Responsibilities:**

- Raising Service Order / LPO
- Processing Supplier Invoices Payment (local & Overseas)
- Supplier / Month End Reconciliations
- Petty Cash Reimbursements
- Accruals
- Passing & Processing Journals
- Utilities Payment
- Processing of Urgent Cheques (Meal Allowances/Suppliers)
- Verifying and Processing Customer Refunds
- Cashflow
- Fleet Management
- Assisted Internal & External Auditors on information requests
- Also have fair knowledge on the processing and lodgement of (VAT)
- Filing of Vouchers & Other Relevant Documents
- Helped in relieving reception
- Admin work
- Data Entry
- Other task assigned by the Finance Team as and when required

➤ **Accounts Clerk – Lautoka City Council**

**Responsibilities:**

- Debtors follow-up and debt collection
- Assist and relieve cashier
- Petty Cash Reimbursement
- Council Property Management
- Raising and Sending monthly Invoices and Statements to Debtors
- Processing Bank Payments
- Preparing Banking
- Relieving reception as and when required
- Preparing of Debtors Summary and reconciliations
- Assist in administrative work
- Other task assigned by the Finance Team as and when required

**HOBBIES**

- Sports
- Socializing: Meeting new people and making new friends
- Reading
- Others: Travelling, listening to music, Surfing the net.

**SKILLS**

- Interpersonal skill
- Critical Thinking
- Decision Making
- Data Analysis
- Commitment to Learning
- Adaptable to Changing Conditions
- Goal Setting
- Customer Service
- Organization and Time management
- Good listening and communication skills
- Organizational Skill
- Teamwork
- Microsoft Office (Excel/Word/PowerPoint)
- New Vision Software

## **REFEREES**

- Priya Darshani  
Lautoka City Council  
Email: [mitpriya455@yahoo.com](mailto:mitpriya455@yahoo.com)  
Phone: 8005193
  
- Priya Sahay  
Vision Investments Limited T/A Courts  
Email: [rampriyapritika@gmail.com](mailto:rampriyapritika@gmail.com)  
Phone: 8708822
  
- Sheron Prasad  
Ministry Of Education  
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