# MAFUZA AFROSE ANNY

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**Work Right:** Full unrestricted work rights in Australia

## SUMMARY

Accounting graduate with Australian experience as a Graduate Accountant, handling AP/AR, bank reconciliations, BAS and GST, and month-end reporting for a Perth business. Previously spent 16 months as an Accounts Officer for a high-volume manufacturer, preparing journals, accruals and supplier reconciliations. Holds a Master of Professional Accounting (Curtin, CPA pathway) and is Xero Advisor Certified. Over two years supervising hotel teams to meet strict deadlines. Full unrestricted work rights in Australia.

## SKILLS

- **Accounting:** Accounts Payable & Receivable (AP/AR), Bank Reconciliation, BAS/GST, PAYG, Payroll Processing (Superannuation & Leave)
- **Software:** Xero (Advisor Certified), Excel (Pivot Tables, VLOOKUP, Modelling), Power BI, Tableau
- **Reporting:** P&L, Balance Sheet, Cash Flow, Budget Variance
- **Compliance:** ATO requirements, Tax and Audit documentation

## WORK EXPERIENCE

**Graduate Accountant** **April 2026 - September 2026**
Sage Media Group, 4 Queen St, Bentley WA 6102

- Processed supplier and client invoices, tracked payments and maintained AP/AR records in Xero.
- Performed bank reconciliations, general ledger entries and daily bookkeeping activities.
- Supported month-end closing, financial reporting and preparation of profit and loss statements.
- Assisted with BAS preparation, GST reconciliations and compliance with Australian accounting standards.
- Monitored advertising revenue, publishing expenses and outstanding client payments.
- Supported budgeting, cash flow forecasting and financial analysis using Microsoft Excel and Xero accounting software.

**Housekeeping Supervisor** **November 2023 - March 2026**
Ingot Hotel Perth, 285 Great Eastern Hwy, Belmont WA 6104

- Supervised daily housekeeping shifts, allocating rooms and rostering staff around occupancy to meet strict turnaround deadlines.
- Managed linen, amenity and cleaning supply inventory to control costs and prevent shortages.
- Trained floor staff and inspected rooms to maintain 4.5-star quality standards and WHS compliance.

## WORK EXPERIENCE

**Accounts Officer** **October 2021 - February 2023**

Tex Vision Limited, Dhaka, Bangladesh

- Processed supplier invoices and maintained accurate accounts payable records for a high-volume manufacturing operation.
- Prepared month-end journals, accruals, and account reconciliations in line with reporting deadlines.
- Assisted with supplier account reconciliations and investigated discrepancies to maintain accurate ledger balances.
- Prepared management reports and cost analyses to support operational decision-making.
- Maintained organised financial documentation and supported month-end reporting processes.

**Finance Intern** **August 2020 - November 2020**

Bank Asia Limited, Dhaka, Bangladesh

- Supported client onboarding (KYC compliance)
- Handled customer account inquiries and resolutions
- Prepared daily operational reports

## EDUCATION

**Master of Professional Accounting(CPA Pathway)** **January 2024 - November 2025**

Curtin University, Kent St, Bentley WA 6102

- Relevant Units: CPA Ethics and Governance, CPA Strategic Management Accounting, Business Analytics and Data Visualisation, Australian Tax Law, Financial Principles and Analysis, Intermediate Financial Accounting, Management Accounting.
- Practical training: Completed a full bookkeeping cycle in Xero for a simulated WA business as part of coursework — AP/AR processing, monthly bank reconciliations, BAS preparation (GST and PAYG), and payroll including superannuation and leave accruals.

**Bachelor of Business Administration** **May 2016 - October 2020**

BRAC University, Dhaka, Bangladesh

- Relevant Units: Financial Accounting, Management Accounting, Financial Management, Securities Analysis and Portfolio Management, Corporate Finance, Bank Management

## CERTIFICATIONS

**Xero Advisor Certified**

Xero

Credential ID: 11999973

**Excel Skills For Business: Essential**

Coursera [An online course authorized by Macquarie University ]

Credential ID: GBZ39J96BL6G

## REFERENCES

References available on request