

# ZEESHAN JAFFERY

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Block 359 Zinj, Manama,  
Bahrain

ACCOUNTING/FINANCE PROFESSIONAL

## EDUCATION

### La Trobe University, Melbourne, VIC

Bachelor of Commerce  
(Accounting/Finance)

2018 - 2020

## SKILLS

Extensive experience with MS  
Office (Word/Excel)

Xero for small businesses

BGL/McLowd SMSF software

Financial Modelling &  
Valuation

Robust Communication &  
Interpersonal soft skills

## EXPERIENCE

### Junior Accountant

Nov 2020-Jan 2022

Taxvisors Financial Group

- Performing bookkeeping services and aiding in the preparation of financial statements for SMSFs (Self-managed Super Funds)
- Auditing SMSFs – comprising bank reconciliation and other audit tools – using BGL/McLowd and invoicing clients
- Preparing individual as well as company tax returns for an array of clients
- Preparing BAS for a variety of clients in different industries
- Liaising with clients using effective communication techniques on behalf of the firm

### Crew/Shift Supervisor

Aug 2018-February 2022

McDonald's Australia

Demanding, fast-paced and dynamic work environment requiring competent team-work and time-management skills.

- Assist in store closing duties including managing stock, cleaning the premises (floors, grills and equipment), as well as ensuring smooth facilitation of the morning shift. I would personally be responsible for a crew of up to 20 members at any given time
- Ensuring food safety standards are maintained in line with restaurant policy in my eventual role as a shift supervisor
- Performing day close/open functions such as inventory count and cash/register reconciliation

## PROFESSIONAL MEMBERSHIP

### Provisional Member

Chartered Accountants Australia &  
New Zealand (CAANZ)

2021-2022

### Candidate (BIBF)

CPA

2022

## VOLUNTEERING

### Teacher/Admin

al-Hadi School Victoria

2021-2022

- Preparing lesson plans and teaching classes on a weekly bases
- Member of administration committee; involved in organizing and coordinating events and staff
- Ad-hoc admin functions

**Self-employed Business  
Owner**

Jul 2018-Apr 2020

Meadow Heights Convenience & Grocery Store

- Manning front counter and operating cash till and EFTPOS.
- Purchasing, stocking, and pricing all inventory items; organizing displays and preparing stock cards.
- Managing finances and preparation of financial reports, including income statement for the quarter ending 31 June, 2019 (for taxation purposes, in-line with ATO requirements).

**Coordinator**

Pakistan Student Association

**2020-2021**

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## **PERSONAL INFORMATION**

- DoB: 19 November 1999
- Nationality: Dual American/Bahraini
- Languages: English, Urdu (Fluent), Arabic (Beginner)

