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## Career Objective

My objective is to work in an environment that promotes business improvement and development. Resilience and with enthusiasm I work in an analytical, in-depth & cohesive manner. A Marketing and Management graduate, with a strong project/finance centric work past, recently in London I implemented fundamentally the finance function & COA for a transitional project. I thrive working cohesively with colleagues in a project management environment, successive financial decisions based on analysing data and financial/forecasting information. I would like to move into a specialised role in Project management, inclusive of marketing, analytical management with organisations and people.

## Education and Training [ New Zealand ]

- Bachelor of Commerce in Management and Marketing [2012- 2014](#)
- Diploma in Business [2012](#)
- Xero Certification [2016](#)
- Fundamentals of Accounting [2017](#)
- Microsoft Excel from Beginner to advanced [2016](#)
- License Controller Qualification [2016](#)
- Introductory Certificate in Food Safety & Hygiene [2016](#)
- NCEA Level [HSC] 1 & 2 [2007-2008](#)
- Certificate in Service Excellence [2011](#)
- Certificate in Human Services [2010](#)

## CORE COMPETENCIES

Punctual  
Professional  
Analytical  
Prioritized  
Focused  
Innovative  
Organization skills  
Computer Savvy  
Problem Solving  
Empathy and Respectful  
Training and Development  
Strategist  
Logical

## TECHNICAL SKILLS

Software: XERO  
ONESAP  
Oracle, MYOB (EXO)  
JobPac  
Manage Engine SD  
Inspyrus  
Salesforce  
JDE  
Microsoft Suite [Advanced]  
Apple OS & Windows OS  
Sage  
SAP

## PERSONAL INFO

Drawing [Still Life]  
Media & Live Music  
Social Media  
Photography  
Video Editing  
Travel  
Writing  
Health  
Fitness  
New Zealand Citizen  
Australian Resident

## CAREER HISTORY

[Sydney]

### Printatape

*July 2020 – Dec 2020*

*Role: Receptionist, Invoicing, raising invoices & requisitions, customer queries.  
Data management, prioritising work load, MYOB (EXO) experience, Detail orientated*

### Navitas

*Role: Project Manager "Data Cleanse" Analyst/AP*

*Feb 2019 – March 2020*

Project implementation of delivering robust improvements of processes, procedures and accuracy, turnover-centric and integrity of correcting, cleansing new and aged critical master data data, streamlining & ensured increased turnover **1M+**.

Re-establishing B2B relationships, turnaround and cohesion with University partnerships, SAE, La Trobe, Deakin, Griffith, CEC (Singapore), CCEL (NZ) etc.

Repairing and validating critical agent data, B2B & B2C - delivered new procedures & template forms for improved guidelines and future more efficient protocols within a conservative public to private business transition.

Collaborating with outsourced "agent management" to improve rectify procedures, clearing, updating and simplifying the agent records to deliver accountable accuracy, profit and fast turnaround for B2C.

*Other project duties: training staff, reporting improvements, managing the supplier maintenance, clearing a considerable back log for the purpose of correcting information and robust turnaround, Aged debtors, Employee IExpense, general queries. Invoice processing, Supplier Set up – internationally. Agent Set up. Linking of agents and suppliers to the relevant BU's liaising with Agent/M for bank discrepancies.*

### **Multicultural NSW (Government)**

Role: Finance Officer

*Nov 2018 – Feb 2019 | 3 Month contract*

Bank Reconciliation -- NSW Journals -- Accounts Receivable -- SAP -- CC AMEX Reports -- Language Services Invoice Run -- Invoice Reconciliation -- Police Classified Document Management -- Government Archiving Advanced Excel -- SAP -- Manual Invoices -- Credit Notes -- Client Services -- Aged Debtor Reporting/ Investigating

### **Lendlease**

Role: Auditor/Master Data Officer

*June 2018 – Nov 2018*

Auditing for compliance of financial information and procurement -- Quantitative analysis of financial systems and information -- Vendor creation with companies in America, Singapore and Malaysia -- Communicating with stakeholders, setting up staff expense and credit card accounts -- Supplier insurance & compliance records on Oracle/JobPac

### **Zone Bowling Head Office**

*April 2018 – May 2018*

Role: Accounts Payable Officer (AMF Bowling Centre's Australia) (temp role).

High level invoice processing & using JDE -- Sending invoices to venues for payment -- Coordinating the weekly payment run -- Reconciling bank statements -- Tracking payments from suppliers -- Contacting suppliers for invoice based queries -- Formatting invoices and generating financial reports for analysis -- Managing team inbox.

[London]

### **WTT Consulting Limited**

*September 2017 - February 2018*

Role: Project Manager/Assistant accountant/Systems implementation analyst

Managed the transition into Xero accounting software -- Compiled the financial accounts for the 2016-2017 financial year & VAT returns -- Implemented fundamentally the finance function & COA -- Introduced and streamlined key processes integrating innovative new procurement and templates of company's management accounts & financial tools & systems -- Review monthly financial statement activity and analyse variations -- Prepared financial reports and analyse results -- Raw data mining -- Identifying critical systematic automation systems to build accurate recorded customer revenue and professional B2C efficiency.

[New Zealand]

### **Glenda McLeod Accounting Limited**

*June 2016 - July 2017*

Role: Assistant Accountant / Executive Assistant

Annual accounts -- Financial statements -- Working with and as an active CA when required -- Lodging GST & Tax returns -- Accounts payable/receivable -- Administration -- Invoicing -- Use of Xero accounting software --

Excel – Word – PowerPoint -- Answering phones -- Processing Invoices -- Assisting clients with accounting queries.

**Microsoft**

*June 2015 - December 2015 Casual*

Role: Product Advisor

Giving informative conferences to stores for new Microsoft developments and products -- Merchandising South Island stores on product displays -- Ensuring stores stations standard -- Analyzing Microsoft products sales member's knowledge and skills -- Generating reports to headquarters.

**New World Centre City**

*Sept 2012 – December 2015*

Role: Store All-rounder/ Liquor Dept Manager

Merchandise displays assistant, grocery, produce, checkout.  
Display Stock Management, ordering, receiving stock, invoices, liaising with the representatives for promotion deals and sales. Handling customer enquiries, Using SAP software. Managing the stores displays, ensuring building, the posters and positioning of props, also maintaining and replacing tickets and bay locations as required. Data entry, stock display, Microsoft Office, Confident people and communication skills, Customer Service. Have gained valuable experience throughout several departments.

**Forsyth & Bar Stadium**

*Nov 2011 – August 2012*

Role: Event Floor Manager

Ensuring staff were fulfilling the duties of their required role -- Hospitality/Managing Sales -- Articulate confident communication to all staff members -- Professionalism to a high standard

PROFESSIONAL REFERENCES

**Jennifer Price**

Director of Shared Services Australasia.  
E. [jenprice39@gmail.com](mailto:jenprice39@gmail.com)

**Ben Danise**

M. 0421 343 838  
Business Development Manger

**Metin Ozturk**

AP Manager at Navitas Pty Ltd  
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M. 0434 967 771

**Bianca Naidu**

Transport NSW Procurement Manager  
M. 0430 751 105

PERSONAL REFERENCE:

**Saxon Steele**

Registered Nurse Sydney Road Family Medical Practice  
M. 0449 166 245