

Peter (Pavan) SINGH

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CAREER OBJECTIVE Part time position in accounting, book-keeping, finance or banking administration

EDUCATION

20--: **Master of Accounting and Financial Management**
La Trobe University, Bundoora
(Anticipated completion date: Nov. 20--)

20-- - 20-- **Bachelor of Technology, Computer Science**
Indian Institute of Technology, Chennai, India

PROFESSIONAL MEMBERSHIP

20--, 20-- Student member **CPA** and **Institute of Chartered Accountants**, Australia

RELEVANT SKILLS

Teamwork Skills

- Worked effectively in a team of 5 students in researching and preparing a major group report for a university assignment on 'Business Communication'
- Played competitive cricket for the Under 19s at the local cricket club and attended all training sessions as well as fundraising events
- Regularly filled in for other casual waiting staff when they were unavailable at 'Taste of India'

Communication Skills

- School prefect, St Xavier's School, India (involved public speaking)
- Experienced in dealing with customers, developed through telemarketing, working as an accounts assistant and in the hospitality industry
- Completed numerous written assignments at university, and a major research report as part of an internship while at university

Organisational Skills

- Coordinated a team of 8 volunteers for the Salvation Army Red Shield Appeal, 20--
- Organised with other committee members the school Year 12 Formal attended by 260 people, 20—
- Successfully managed a part-time job of up to 15 hours per week, involvement in sporting teams and study since the age of 17

Computer Skills

- Very competent in using the Internet and e-mail; Microsoft Office suite

WORK EXPERIENCE

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|---------------------------|--|
| May 20-- - current | Telemarketer
Foxtel |
| | <ul style="list-style-type: none">• Conduct market research on the telephone• Answer customer enquiries• Handle customer complaints |
| 20--- 20-- | Accounts Assistant (part time)
Berger Paints India Ltd. |
| | <ul style="list-style-type: none">• Assisted internal audit team in twice yearly company reviews• Prepared staff payroll updates• Handled accounts and invoices• Attended to internal telephone enquiries |

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Research Assistant

TIFR, Mumbai (Summer Internship undertaken as part of university course)

(TIFR is a large scientific research institute)

- Implemented a library of image processing functions for scientific use
- Worked in a team of six to adapt a software package to operate on scanned mail images

VOLUNTARY WORK

2008

Welcome Festival Host

La Trobe University

Hosted campus tours and participated in social events as a 'Welcome Festival' guide for new international students upon arrival

EXTRACURRICULAR ACTIVITIES and INTERESTS

- Active member of La Trobe University Chess Club
- Play cricket for Hawthorn Cricket Club
- Avid reader with a passion for autobiographies

REFEREES

Dr. I. M. Smart
Accounting lecturer
La Trobe University
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Mr. V. G. Boss
Team Leader
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