



SHIVA MARASHI

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Summary

I am a highly self-motivated and positive individual ready to contribute my dedication, enthusiasm, communication and organization skills to your company. My goal is to use and improve the skills that I have learned over the years to grow as a professional.

Skills

- Accounting skills
- Spreadsheet development
- New business development
- Mail management
- Hardworking
- Ability to meet deadlines
- Time Management
- Quick Learner
- Strong Communication
- Team Player
- Enthusiastic
- Ms Office

Experience

University of Technology Sydney | Sydney, NSW

Student Advisor

01/2022 - Current

- Assessing overseas qualifications(Undergraduate and Post graduate), applying admission criteria, applying delegated authority from faculties, Ensuring SSVF procedures are followed, updating the international applications database, creating admissions correspondence
- Responding to enquiries, advising Student Centre and Faculty members in relations to international student application process
- Attending recruitment events
- Providing training to new staff members as required

University of Technology Sydney | Sydney, NSW

Student Service Assistant &Administrative Assistant

05/2017 - Current

- Maximising the efficiency and effectiveness of international student administration by providing support in the processing of applications and application correspondence and the provision of correct information
- Contributing to an effective client focused service by providing information to applicants and their agents to applications lodged
- Assistance with admissions process as required, providing overall support to the recruitment team
- Providing training to new staff members as required
- Responsibilities: Registration, Confirmation of Enrolment issuance(CoE),Joint CoEs, Conditional CoEs, Package CoEs, Insearch notifications, UAC CoEs

Broken Yellow Pty Ltd | Sydney, NSW

Accountant & Administrator

11/2015 - Current

- Liaising with suppliers and ensuring timely account payable
- Proven relationship management skill through sustaining client relations and building new client network
- Managing all payroll activities (Leaves, reimbursement, superannuation) and handling all payroll enquires

Industrial Management Institute | Tehran, Iran

Economics Expert

11/2011 - 06/2015

- Assisting in quarterly planning and budgeting
- Prepared information required for determination of pioneer and superior companies on the base of quick development
- Co-operated in preparation of annual IMI-100 report in two Persian and English languages
- Prepared information required by scientific committee of IMI-100
- Analysed companies financial statement to define new indexes every year
- Communicated with companies to sell the reports and provide report based on company's requests
- Compared results of IMI-100 and Fortune Global500
- Appear in national and international conferences and fairgrounds toward promotion of IMI-100
- Responsible for preparation of reports and catalogues in English and communication with foreign companies present in international fairgrounds.

British American Tobacco | Tehran, Iran

Finance Assistant

02/2009 - 02/2010

- Tax, SSO and VAT reporting
- Account Receivable: Including expenses, Cost centres, SSO liabilities, outflow categorization and reporting, Bank statements and balance tally, financial closing on monthly basis, account reconciliation.
- Account payable: Invoices validity against contracts, Cheques issuance process, tax and levies validation, periodical reports, financial closing on monthly basis, account reconciliation.
- Fixed Assets: Fixed assets acquisitions and disposal, Being part of project team to develop the Fixed Asset data base, Implementation of total assets systems and controls, Financial closing on monthly basis, Fixed assets reconciliation
- Sales Process Custodian: Preparing pre-invoices, Checking orders against Stock, Invoices preparations and audit against tax office obligations Reporting

Education and Training

University of Technology Sydney | Sydney, NSW

Masters of Professional Accounting in Accounting

06/2017

Islamic Azad University | Iran

Masters of Economics in Economics

02/2011

Islamic Azad University | Iran

Bachelor of Economics in Economics

02/2007

Certifications & Courses

- SAP ERP certificate 2016
- UTS Empathy Certificate 2017
- Preparation of Financial Statements Course - Industrial Management Institute Nov 2013-Feb 2014

Honours & Awards

- UTS SOUL Award-Focusing on social justice, communication, leadership and project UTS Build-Focusing on global leadership, community connections and social issues
- Accepted as a Master student with the option of entering master level without entrance exam due to being the top-grade student in B.S level
- Win the award of The Employee of BAT Ranked 1st for 3 years in row in high school
- Accepted in National Mathematics Olympiad Squad

References

Neelam Shukla

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Navid Bahadori

Managing Director at Broken Yellow Pty Ltd Mobile: 0405500772

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