

# JESSICA LIONG

Phone: 0451 234 989 | Email: jessicacliong@gmail.com

## **Key Skills**

- Advanced interpersonal and communications skills (both oral and written)
- Computer skills in Microsoft Office: Word, Excel, Microsoft Outlook, Gmail
- Experience with Peoplesoft & Right Track
- Good problem-solving and team player skills

## **Employment History**

### ***CV Puji Mulyo, Indonesia***

***May 2020 - Present***

Finance Officer (Full-Time)

- Build and improve the company's bookkeeping system
- Allocate and monitor daily activities of staff
- Bank reconciliations
- Perform daily AP & AR tasks
- Training staff on systems implemented within the finance department
- Maintain relationship with the team to achieve common goals
- Organising and collating documents and arranging them into an organised filing system

### ***Manpower Group, Australia***

***July 2019 – Mar 2020***

Finance Associate (*Part-time*)

- Data entry of client details, invoice details into Peoplesoft and Right Track Programs
- Preparing client invoices to be sent out
- Cross-check invoices with the accounts and escalating discrepancies found
- Completing daily AP and AR tasks
- Performing administrative tasks such as printing, scanning, photocopying
- Organising and collating documents and arranging them into an organised filing system

### ***West End Collection, Australia***

***Sep 2018 – July 2019***

Administration Assistant (*Full-Time*)

- Providing customer service by handling all enquiries related to general, drop ship and web sales
- Performing inventory and data management by using various ERP softwares
- Creating purchase orders on MYOB Advanced
- Adding concise data entry, credit returns, order reconciliations using MYOB
- Tracking shipments and drop ship orders, ensuring on time deliveries
- Checking incoming stock items and comparing quantities against Purchase Orders
- Problem solving issues with returned stock from customers and stores
- Working effectively within a team and providing assistance to all team members
- Utilising Microsoft office tools such as Microsoft Word, Excel and Outlook

**PT Aruna Sentra Widya Karya, Indonesia**

**Sep 2016 – Sep 2018**

**Leather Consultant (*Part-time*)**

- Conducting research and enquires about leathers or leather products from potential vendors
- Discussing leather performances, requirements or leather products requested
- Handling end-to-end process in procurement of leather, includes pricing and freight cost for shipments
- Communicate and maintain relationships with suppliers on development of leathers, shipping and delivery dates
- Acting as the middleman between vendors and clients for all queries related to buying and selling of leather
- Keeping abreast of orders by tracking deliveries and keeping clients updated with progress
- Performing administrative tasks by filing receipts and documents of orders

**PT Lembah Tidar Jaya, Indonesia**

**Aug 2015 – Sep 2018**

**Assistant Technical Director (*Full-Time*)**

- Assist production manager in mass leather production facility
- Conducting quality assurance by inspecting leather and perform checks during production line
- Discussing and understanding material needs for clients' end use, subsequently sourcing the material as per clients' request
- Analysing and discussing prototype shoes made with sample leathers
- Problem solving leather issues surfacing in production or during end-use
- Inspect & check conformity of leathers to existing samples or client specification
- Working in a timely manner to meet client deadlines and expectations
- Documenting and storing retannage and finished trials products

**Education**

Bachelor of Science, La Trobe University, Australia

2012

**References**

Available Upon Request