

DR RIAK ACHUOTH GOR

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I'm competent individual with many years of experience as financial accountant, analyst, production member and inventory team member, working for various local, international organizations such as Just Group Pty Ltd, Hilton Food Pty Ltd, JBwere Pty Ltd and Australian Paper Pty Ltd as well in Non-Profit organization such Doxa Youth Foundation, Anglicare and South Sudanese Community.

I successfully demonstrated ability to analyses financial data, Analysis of various account operations in preparation of financial reports. Using too such as SAP, AWD, Oracle and Microsoft e.g., Words, Excel and PowerPoint for tracking of relevant documents for manager approval, auditing, and financial reports decision making. I have excellent analytical skills, great time management and problem-solving ability to anticipate issues and suggest an appropriate course of actions. I am proactive, a great team player with good communication skills to achieve set goals on timely and contribute to success of the organization.

Skills & Abilities

- **Financial Accounting Reports - Strong analytical ability and problem solver**
- **Financial Accounting analysis of data information - Confident and skills with SAP, AWD, Excel, words, PowerPoint and Oracle**
- **Excellent communication skills with ability to adapt to changing circumstances**
- **Problem – Solving skill - Teamwork and individual hard-worker**
- **Time management - Well, organized with good time management**
- **People skills - Proactive and taking initiative**
- **Positive attitude with willingness to learn and develop new skills**
- **Quick learner and able to follow instructions carefully**

Education Qualifications

2021	Doctorial of Doctrine in Art (PhD, Architecture and Design) Kingdom University branch of Open University (Netherland Open school).
2017	Master of Art and History (MA, Ancient Empires and Spirituality) Kingdom University branch of Open University (America – Gold coast).
2012	Bachelor of Commerce (Accounting Major) Australian Catholic University, Melbourne (Australia- Victoria state)
2009	High School VCE (Victoria Certificate of Education) Wellington Secondary College, Melbourne (Australia)
2005	Primary School KCPE (Kenyan Primary Certificate of Education) Laboni, Torit, Shambe, Boarderfarm Primary school (Sudan - Uganda - Kenya)

Work Experience

Financial Accountant

Australia Paper Pty Ltd, Melbourne

2010 – 2012

Key responsibilities

- Analysis and reconciliation of raw data for financial reports
- Updated online electronic banking and customer's invoices using SAP
- Analyzed data including profit, loss statement and balance sheet
- Edited budget plan for management reports.
- Photocopied and emailed invoices for clients

Financial Accountant - Analyst

JBwere Ptd Ltd, Melbourne

2012 – 2014

Key responsibilities

- Printing and scanning electronic/hard copies of daily invoices
- Submission of coded daily invoices for verification approval using SAP
- Updated and recorded invoices into tracking spreadsheet using Excel
- Prepared daily invoices into SAP for manager approval

Updated Excel tracking spreadsheet for monthly report and auditing by entering vendor and invoice numbers as well as the amount paid.

Analysis of Financial Data Information

- Analysis and extraction of raw data from Oracle for financial report including balance sheet, profit, loss statement and cash flow
- Analysis of raw data for preparation of monthly financial reports
- Preparation and dispatching of monthly financial reports using Excel spreadsheet for business units' managers

Advising on Clients Services Auditor:

- Team finance analysis of group activities
- Processed clients' inquiries
- Scanned, Prepped, QA, Indexed daily documents into AWD
- FSG daily mail merger and tax invoices

- Sent invoices and letters to clients for new contracts

Self- Employed: - Uber driver and Account Payable

2018 – 2020

Key responsibilities

- Payment of cash flow to uber customers
- Finance analysis of group activities
- Processing clients 'inquiries
- FSG mail merger and tax invoices

Production Member

Hilton Food Pty Ltd, Melbourne

2022 – 2024

Key responsibilities

- Food Packing Woolworth customers
- Machine operator
- Debarking and Bagging machine
- Trace Packing tracking
- Crake packing and manual labelling
- Staging and Traces fillings and RF Scanning and Voic tracking

Inventory Control Team Member

Just Group Pty Ltd, Melbourne

2024 - 2025

Key responsibilities

- RF- Scanning Inventory Stocks Cycling
- RF – Scanning Mails and Online overflow of Voice Picking Items
- Invoice Picking Restocking of Inventory Stocks
- RF- Scanning Stocks of Voice Picking
- RF – Scanning of Online inventory stocks
- RF- Scanning of Mails Return of inventory stocks
- Pallets and Crake packing of manual labelling
- Staging and Traces fillings of stocks

Volunteer Experiences

Victoria Police (FASTA Program, Fitzroy Vic) Helping disadvantaged children with health programs and social events	2011-2012
North Brunswick Primary School Tutoring Math and English	2010 -2012
Doxa Youth Foundation Fundraising events and raising money for disadvantaged youth education program	2010 -2012
Initiative of Change Organization (Toorak, Vic) Helping young people from disadvantaged background with basketball camp and training	2008 -2011
South Sudanese Communities and Churches.	

Licenses & Registrations

- **Full Australian Driver License:** 01/08/2026; ACT License
- **Type of registration:** CPA membership and Victoria Accredited Tax driver license

References/Referees

Amanda Howe
Account Manager
Hilton food Pty Ltd and AWX Labor Pty Ltd
Phone: 0434264006
0394549928

Matthew Lastrina
Program and Account manager
AWX Labor Pty Ltd
Phone: 0450032839

Belinda Thomas
Inventory Team leader
Just Group Pty Ltd, Victoria
Phone: - 0400139342

