

Lusiana Dimate Matai
Curriculum Vitae

PERSONAL DETAILS

<i>Date of Birth</i>	16-Mar-94
<i>Marital Status</i>	Married
<i>Address: Residential</i>	Vunivivi Hill, Nausori
<i>Postal</i>	P O Box 3184, Nausori
<i>Phone</i>	9794578/ 2960911
<i>Mail</i>	lnavitikula@frcs.org.fj

EDUCATION

Bachelor of Commerce

2013-2016

[The University of the South Pacific](#)

A double major in Economics & Accounting provided basic practical knowledge of the Accounting & Economics field. Study of certain government legislations and acts was covered, particularly in the tax and corporate arena. In addition to basic MYOB training, foundational financial management courses was learnt and practised. Apart from just accounting and economics theories and concepts, other university compulsory units such as the study of ethics and governance and basic IT training was provided. This has enabled me to gain the founding knowledge to practise in the practical world.

Fiji Seventh Form Certificate

2008-2012

[St John's College](#)

Being enrolled in the Commerce Stream in high school provided foundation for the accounting and economics field. Accounting & Economics together with Computer Studies offered an excellent foundation for further Commerce Study.

WORK EXPERIENCE

Cashier

24/09/2018 - present

[Fiji Revenue & Customs Service](#)

- Receipting tax, TELS and customs payments
- Handling taxpayer issues via counter, phone and email correspondence.
- Verifying online receipts with bank statements.
- Doing bank runs when needed.
- Referring receipt amendment requests to relevant section.
- Preparation and reporting of FRCS Drawings and Tourist VAT Refund Scheme Accounts.
- Verifying taxpayers bank details and assisting them on updates of bank account details on the taxpayer portal
- Liaising with banks relationship managers with regards to incorrect refund cases
- Providing assistance to other business units on update of bank details on the new FRCS tax system.
- Assist with end of day balancing when required by supervisor.
- TT refunds facilitation and printing of refund cheques.
- Provide support to colleagues from other business units in regards to cashier issues.
- Tracking unidentified taxpayer deposits by liaising with banks, taxpayers and other business units and forwarding requests to relevant department for updating of taxpayer ledger/ accounts
- Providing technical assistance to fellow colleagues especially with using FRCS New Tax Information System

Data Entry Officer

9/4/2018 - 23/09/2018

[Fiji Revenue & Customs Service](#)

- Lodgement of returns
- Entry of returns
- Update of taxpayer details

- Filing of returns into batches
- Handling taxpayer issues via phone and email correspondence.

Accounts Assistant

9/3/2017 - 6/4/2018

Alliance Financial & Management Services (Pte) Ltd, Full Time

- Includes preparation of monthly reports for client businesses such as VAT, EMS and FNPF.
- Preparation of financial statements for clients.
- Carrying out statutory duties such as business registrations, company search, etc.
- Ensures clients are tax compliant.
- Data entry.
- Filing, recording and updating of client information.
- Studying and reviewing current legislations and laws pertaining to taxes.
- Offer business advice to clients.
- Trend and proportional analysis for better monitoring of clients' businesses
- Liaising effectively with government officials, on behalf of client to ensure compliance and add value to the business as well as to offer the optimum level of client service.

Attachee'

1/9/2016-9/3/2017

Parkers Business Solutions (Fiji) Full Time

- Data entry.
- Assist senior accountants in preparation of financial statements for clients.
- Assist in preparation of VAT, EMS and FNPF
- Assist in audits for schools, non-profit organisations and trust accounts.
- Making payments and banking

SKILLS

<i>Languages</i>	I Taukei (mother tongue) English (fluent)
<i>Software</i>	Microsoft Office , MYOB, FITS, ASYCUDA WORLD, NTIS

ACHIEVEMENTS

Treasurer - <i>Ex Scholars 2008-2012 SJC</i>	2013
Member of High School Netball & Volleybal team	2008-2012
Head Girl - <i>St John's College</i>	2012
Best All Rounder	2012
School Dux	2012
School Representative to SPICTEX QUIZ	2010
School Representative to Kula Dance Competition	2010

REFEREES

1.) Name	Elvin Prasad
Position	Officer in Charge - Despatch
Company/Organization	Fiji Revenue & Customs Service
Phone	8337202
Email	eprasad@frcs.org.fj
2.) Name	Shareen Devi
Position	Team Leader Data Entry
Company/Organization	Fiji Revenue & Customs Service
Phone	3243510
Email	sdevi001@frcs.org.fj

3.) Name	Rohit Chand
Position	Audit Manager
Company/Organization	Parkers Chartered Accountant
Phone	2151297
Email	rohitrc@parker-ca.co.nz