

# ASHWIN LATA

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Marital Status: Single

DOB: 18/08/1993

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## Personal Profile

I am currently employed by Medical Services Pacific, with more than six years of hands-on experience in finance and accounts. I hold Bachelor's in Accounting as well as Postgraduate Diploma in Accounting from the Fiji National University and would like to do further studies in CPA. I aspire to be employed by a firm which provides me with the opportunity to professionally and personally develop myself and assist in the development of the firm as a whole.

My objective is to be continually committed to self-development through hands-on work experience, and pursuance of further studies, and to continually acquire effective leadership skills and communication skills to enable a harmonious working environment that assists in meeting the above objective.

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## Competence & Strengths

- **Accounts & Administration Skills:** Customer Service Management, Managing Vendor Accounts, Forecasting Budgets, Data Analysis, Audit, Payments, Receivables, Procurement, Cash Management, Logistics Management, Management and maintenance of Fixed Assets and Inventories Registers.
  - **Management Skills:** Effective Organisational, Records Management, e-filing and Administration Skills
  - **Communication Skills:** Excellent knowledge of written and spoken English
  - **Computer Skills** – Proficient in MS Excel, MS Word, MS PowerPoint, MS Publisher, MS Outlook, MS Visio, MS Project, MS Access Database, ACCPAC Accounting Software (Sage 300 ERP) and FMIS Financial Management Information System.
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## Employment

**Medical Services Pacific    Finance & Administration Officer                      4<sup>th</sup> October 2021 to Present**

- Support the Senior Management Team (SMT) and Project Managers in the preparation and monitoring of budgets and work plans.
- Provide technical support to program staff in formulating and implementing project financial systems and following procurement procedures.
- Support annual audit of each project and the national audit for each country if required, in cooperation with program staff and visiting auditors.
- Provide administrative and logistical support to SMT
- Follow Procurement Policy and Procedures, oversee the collection of quotations and bid analysis.
- Supervise Travel expenditure, including ordering and purchases of tickets, travel acquittals and expenditure for staff.
- Manage timesheets of staff.
- Ensure full and appropriate control and security of all cash in the office and reconcile advances and balances biweekly.
- Ensure that clinic and office income and donations are recorded immediately and deposited within one (1) working day if in excess of petty cash float.

- Ensure client statistics match income and expenditure on medical commodities.
- Manage MSP property, plant and equipment.
- Ensure the clinic and office are fully stocked with office consumables.
- Ensure Store Room and inventory stocks are appropriately stored, inventoried and managed to prevent critical stock outs. Ensure monthly stock take is undertaken and supervised.
- Monitor the use of the telephone and ensure that all staff are recording outgoing calls.
- Ensure accuracy of reports and their compliance with donor contractual regulations for accounting of expenditure.
- Explore ways to cut costs without compromising organizational or program quality or performance.
- Ensure telecommunications and internet services are running smoothly and are maintained and that staff are following IT Policy.
- Maintain total confidentiality of MSP intellectual property, staff files, financial transactions and communications.
- Support reception duties.
- Perform other tasks as delegated by the SMT.

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**Fiji National University**

**Clerical Officer**

**1<sup>st</sup> January 2020 to 31<sup>st</sup> December 2020**

- Handling procurement for goods and services.
- Handling acquittal.
- Obtaining quotes for all purchases of goods, works or services within the approval limit.
- Examining quotes to match out the best price and the best quality for the welfare of students and staffs.
- Preparing a budget submission template stating that capital required for the financial year and how it will be used in each allocation.
- Assigning and setting period cash flows to ensure that projects are aligned in such a way that the allocated money in a period is fully utilized.
- Analyzing current and past trends in key performance indicators including all areas of revenue, cost of sales, expenses and capital expenditures.
- Monitor performance indicators, highlighting trends and analyzing causes of unexpected variance.
- Analyzing complex financial information and reports to provide accurate and timely financial recommendations to management for decision making purposes.
- Conducting campus audit.
- Keenly distributing, updating and balancing the stock ledger card.
- Maintaining and managing the Fixed Assets and Inventories registers.
- Processing weekly and fortnightly wages and salaries timesheets.
- Maintaining calendar for meeting.
- Providing secretarial duties during meeting by taking notes and minutes.
- Assisting in setting up of meeting venues and hospitality.
- Ensured office equipment and furniture are in good working condition and state.
- Delivering confidential and urgent documents to internal and external stakeholders.
- Handling student tuition fees and ensured it is recorded and deposited on time.
- Debt collection – following up with student debts.
- Submitting reports of sponsored students to TSLB.
- Handling petty cash and ensured it is retired on time.
- Monitored office supplies and ensured that campus is fully stocked with inventory, office stationery and other consumables.

- Ensured that campus bills are paid on time.
- Supported reception duties and monitored the use of the telephone and ensured that all staff are recording outgoing calls.
- Ensured store rooms and inventory stocks are appropriately stored and monthly stock take is undertaken and supervised.
- Compiling and submitting audit reports to campus head and audit sub-committee.
- Presenting audit findings and recommendation.

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**Ministry of Education**

**Clerical Officer**

**25<sup>th</sup> October 2016 to 31<sup>st</sup> December 2019**

- Handling the procurement for two campuses ensuring that the procurement is in line with the Fiji Procurement Office tenders of the government.
- Looking after accounts for suppliers and ensuring they are paid on time.
- Managing petty cash for two campuses and ensure it is retired on time.
- Manage and co-ordinate procurement and assets of two campuses
- Ensuring that the Purchase orders are closed/completed
- Providing the suppliers update on their payment by reconciling their accounts statement summary.
- Obtaining quotes for all purchases of goods, works or services within the approval limit.
- Examining quotes to match out the best price and the best quality for the welfare of students and staffs.
- Ensuring the two campuses commitments are cleared before month ends.
- Conducting internal Board of Survey for two campuses.
- Keenly distributing, updating and balancing the stock ledger card.
- Maintaining the Fixed Asset and Inventory registers for two campuses.
- Prepare and submit the tender evaluation template for vetting by the Director TCF.
- Attending government tender meetings where the various tenders are being finalized.
- Ensuring that the tender suppliers are paid accordingly as per the payment schedule outlined in the Memorandum of Agreement.

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**Water Authority of Fiji**

**Assistant Finance Officer**

**26th June 2014 to 24th October 2016**

- Reconcile all received invoices according to the vendor's statement (Payment Reconciliation).
  - Match the purchase orders against invoices and proceed with receipting and invoicing.
  - Check vendors on terms and conditions of payment that should be done, that is (30 days/ 60 days/ 90 days).
  - Verifying transactions that comply with financial policies and procedures.
  - Attend to queries that arise from vendors.
  - Solving PO Liabilities.
  - Costing invoices.
  - Solving creditors ageing (30 days/ 60 days/ 90 days).
  - Compiling report as and when requested by the supervisor or any other senior staffs.
  - Maintain updated vendor files and file numbers.
  - Working in-depth with senior staff and heads of finance.
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## **Key Achievements:**

- Postgraduate Diploma in Accounting from Fiji National University
  - Bachelor of Accounting from Fiji National University
  - Higher Education Diploma in Accounting from Fiji National University
  - Certificate in Basic Level Defensive Driving Course from Land Transport Authority – Full Group 2 Drivers License
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## **Interpersonal and Organisational Skills:**

- Strong interpersonal and communication skills;
  - Strong analytical, reporting and writing abilities skills;
  - Morality to change and ability to receive/integrate feedback;
  - Ability to plan, organize, implement and report on work;
  - Ability to work under pressure and tight deadlines;
  - Proficiency in the use of office IT applications and internet in conducting research;
  - Outstanding communication, project management and organizational skills;
  - Excellent presentation and facilitation skills.
  - Determine to integrity and ethical standards;
  - Positive, constructive attitude to work;
  - Present cultural, gender, religion, race, nationality and age sensitivity and adaptability.
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## **Education**

### **Tertiary Education**

- 2019 – 2020  
Fiji National University  
Postgraduate Diploma in Accounting
- 2015– 2018  
Fiji National University  
Bachelor of Accounting
- 2012 – 2014  
Fiji National University

### **Secondary Education**

- 2007 – 2011  
Saraswati College  
Year 9 to Year 13

### **Primary Education**

- 1999 – 2006  
Saraswati Primary  
Year 1 to Year 8  
Higher Education Diploma in Accounting
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## Interests and Hobbies

- Travelling
  - Music
  - Socializing
  - Volunteering and community involvement
  - Marketing
  - Photography
  - Sports
  - Cooking
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## Referees

### **Mrs. Roselyn Prasad**

Finance Manager  
Medical Services Pacific

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### **Mrs. Ana Fofole**

WASH Officer/COVID-19 Project Coordinator  
Medical Services Pacific

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### **Mrs. Amelia Batitoa**

Nurse Practitioner  
Medical Services Pacific

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### **Mrs. Rina Roshni Chand**

HR Partner  
Fiji National University - Technical College of Fiji

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