

PROFESSIONALS CHECK SHEET

TICK RELEVANT EXPERIENCE

Name: _____

EDUCATION & QUALIFICATIONS...	
Bachelor of Accounting	<input type="checkbox"/>
Bachelor of Finance	<input type="checkbox"/>
Bachelor of Human Resource	<input type="checkbox"/>
Bachelor of Marketing	<input type="checkbox"/>
Certificate Business II	<input type="checkbox"/>
Certificate Business III	<input type="checkbox"/>
CPA	<input type="checkbox"/>
Degree	<input type="checkbox"/>
Diploma	<input type="checkbox"/>
First Aid Ticket	<input type="checkbox"/>
H.S.C.	<input type="checkbox"/>
Management Certificate	<input type="checkbox"/>
Masters	<input type="checkbox"/>
National Police Clearance	<input type="checkbox"/>
Post Graduate Degree	<input type="checkbox"/>

POSITION	
Accountant	<input type="checkbox"/>
Administration	<input type="checkbox"/>
Architect	<input type="checkbox"/>
Bookkeeper	<input type="checkbox"/>
Clerk	<input type="checkbox"/>
Customer Service Officer	<input type="checkbox"/>
Data Entry Operator	<input type="checkbox"/>
Executive Assistant	<input type="checkbox"/>
Financial Planner	<input type="checkbox"/>
Graduate	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>
Information Technology	<input type="checkbox"/>
Junior	<input type="checkbox"/>
Legal Secretary	<input type="checkbox"/>
Management	<input type="checkbox"/>
Miscellaneous	<input type="checkbox"/>
Part Time	<input type="checkbox"/>
Personal Assistant	<input type="checkbox"/>
Project Secretary	<input type="checkbox"/>
Quality Assurance	<input type="checkbox"/>
Receptionist	<input type="checkbox"/>
Sales	<input type="checkbox"/>
Secretary	<input type="checkbox"/>
Word Processing Operator	<input type="checkbox"/>

INDUSTRY...	
Advertising/Media	<input type="checkbox"/>
Australia Post	<input type="checkbox"/>
Banking & Finance	<input type="checkbox"/>
Budgeting	<input type="checkbox"/>
Charities	<input type="checkbox"/>
Civil Engineering	<input type="checkbox"/>
Communications	<input type="checkbox"/>
Computer	<input type="checkbox"/>
Construction	<input type="checkbox"/>
Dept of Works	<input type="checkbox"/>
Distribution	<input type="checkbox"/>
Drafting	<input type="checkbox"/>
Education	<input type="checkbox"/>
Electrical	<input type="checkbox"/>
Electronics	<input type="checkbox"/>
Engineering	<input type="checkbox"/>
Finance General	<input type="checkbox"/>
Food	<input type="checkbox"/>
Government	<input type="checkbox"/>
Heavy Construction	<input type="checkbox"/>
Heavy Engineering	<input type="checkbox"/>
Hospitality	<input type="checkbox"/>
Import/Export	<input type="checkbox"/>
Insurance	<input type="checkbox"/>
Legal	<input type="checkbox"/>
Local Government	<input type="checkbox"/>
Manufacturing	<input type="checkbox"/>
Medical	<input type="checkbox"/>
Mining	<input type="checkbox"/>
Oil & Gas	<input type="checkbox"/>
Production	<input type="checkbox"/>
Publishing	<input type="checkbox"/>
Rail Construction	<input type="checkbox"/>
Real Estate	<input type="checkbox"/>
Retail	<input type="checkbox"/>
Rubber	<input type="checkbox"/>
Service	<input type="checkbox"/>
Spare Parts	<input type="checkbox"/>
Targeting	<input type="checkbox"/>
Telecommunications	<input type="checkbox"/>
Textiles	<input type="checkbox"/>
Transport	<input type="checkbox"/>
Utilities	<input type="checkbox"/>
Warehouse	<input type="checkbox"/>
Waterboard	<input type="checkbox"/>
Wholesale	<input type="checkbox"/>
Wood	<input type="checkbox"/>

GENERAL EXPERIENCE	
Agendas	<input type="checkbox"/>
Archiving	<input type="checkbox"/>
Banking	<input type="checkbox"/>
Cash Handling	<input type="checkbox"/>
Clerical	<input type="checkbox"/>
Customer Service Exp	<input type="checkbox"/>
Data Entry - Alpha	<input type="checkbox"/>
Data Entry - Numeric	<input type="checkbox"/>
Desk Top Publishing	<input type="checkbox"/>
Diary Management	<input type="checkbox"/>
Dictaphone	<input type="checkbox"/>
Excel Adv	<input type="checkbox"/>
Excel Basic	<input type="checkbox"/>
Excel Intermediate	<input type="checkbox"/>
Filing	<input type="checkbox"/>
Legal Typing	<input type="checkbox"/>
Medical Typing	<input type="checkbox"/>
Minutes	<input type="checkbox"/>
Phone Sales Experience	<input type="checkbox"/>
Photocopying	<input type="checkbox"/>
Project Typing	<input type="checkbox"/>
Records	<input type="checkbox"/>
Report Writing	<input type="checkbox"/>
Shorthand	<input type="checkbox"/>
Supervision of Staff	<input type="checkbox"/>
Tenders	<input type="checkbox"/>
Travel Arrangements	<input type="checkbox"/>
Typing Speed 35-45wpm	<input type="checkbox"/>
Typing Speed 45-55wpm	<input type="checkbox"/>
Typing Speed 55-65wpm	<input type="checkbox"/>
Typing Speed 65-75wpm	<input type="checkbox"/>
Typing Speed 75-85wpm	<input type="checkbox"/>
Typing Speed Below-35wpm	<input type="checkbox"/>
Typing Speed Over 80wpm	<input type="checkbox"/>
Word Adv	<input type="checkbox"/>
Word Basic	<input type="checkbox"/>
Word Intermediate	<input type="checkbox"/>

ACCOUNTS	
Accounts Payable	<input type="checkbox"/>
Accounts Receivable	<input type="checkbox"/>
BAS	<input type="checkbox"/>
Book Keeping	<input type="checkbox"/>
Credit Control	<input type="checkbox"/>
EFTs	<input type="checkbox"/>
FBTs	<input type="checkbox"/>
GST	<input type="checkbox"/>
Inventory Control	<input type="checkbox"/>
Invoicing	<input type="checkbox"/>
Job Costing	<input type="checkbox"/>
Month End Reports	<input type="checkbox"/>
Profit & Loss	<input type="checkbox"/>
Reconciliations	<input type="checkbox"/>
Standard Costings	<input type="checkbox"/>
Trial Balance	<input type="checkbox"/>
Year End Reports	<input type="checkbox"/>

COMPUTER SKILLS	
Acrobat	<input type="checkbox"/>
Attache	<input type="checkbox"/>
Dreamweaver	<input type="checkbox"/>
Excel	<input type="checkbox"/>
FastTrack	<input type="checkbox"/>
Finance One	<input type="checkbox"/>
In-House Systems	<input type="checkbox"/>
Lotus 1-2-3	<input type="checkbox"/>
Lotus Notes	<input type="checkbox"/>
MYOB	<input type="checkbox"/>
Oracle	<input type="checkbox"/>
Outlook	<input type="checkbox"/>
Peoplesoft	<input type="checkbox"/>
Powerpoint	<input type="checkbox"/>
Pronto	<input type="checkbox"/>
Publisher	<input type="checkbox"/>
Quickbooks	<input type="checkbox"/>
Sage	<input type="checkbox"/>
SAP	<input type="checkbox"/>
Solutions 6	<input type="checkbox"/>
Word	<input type="checkbox"/>

PAYROLL	
Kalamazoo	<input type="checkbox"/>
Micropay	<input type="checkbox"/>
PAYG	<input type="checkbox"/>
Payroll Tax	<input type="checkbox"/>
Recruitment Payroll Mgr	<input type="checkbox"/>
Superannuation	<input type="checkbox"/>
Workers Compensation	<input type="checkbox"/>

FLEXI STAFF