
PERSONAL DETAILS

Name: Raymond Walter Gomerski
Address: 3 De Felice Court Forest Hill Victoria 3131
Telephone: (03) 9877 7334
Email: rgomerski@signaldiagramsandphotos.com
Job Seeker ID: 5923 4609
Languages: English

PROFILE

- An **Administration Assistant** involved in the management of a small office. Seeking to contribute to a larger organisation's ongoing reputation and success.

KEY PROFESSIONAL ATTRIBUTES

- Proven **track record of career success**.
- Ability to work **autonomously** and a strong understanding of the significance of **building team relationships** within the workplace.
- Strong **cash handling skills**
- Good **Customer Service skills**
- Excellent **Computer Literacy**
- Ability to **accept change in the workplace**.
- Ability to **work under pressure**.
- Good **written and verbal communication skills**

QUALIFICATIONS

- Successfully completed stage 1 of Certificate IV in Finance & Accounting Swinburne 2008

CAREER SNAPSHOT

- **Administration Assistant:** HF Engineering Pty Ltd *2004-2007*
- **Administration Assistant:** Electroweld Engineering Pty Ltd *1997-2004*
- **Various:** Railways *1979-1997*
- **Sales Assistant - K-Mart** *1978-1979*
- **Process Worker - Australian Controls** *1978-1978*

CAREER HISTORY

ADMINISTRATION ASSISTANT

Feb.2004 to Nov. 2007

HF Engineering Pty Ltd Melbourne Vic

A small family business employing four.

- Producing Invoices.
- Purchasing supplies.
- Accounts Payable.
- Accounts Receivable.
- Payroll.
- BAS preparation and end of month reporting.
- Data entry.
- Filing.
- Answer the telephone.
- Faxing and E-mailing quotes.
- Process EFTpos and credit cards.
- Bank account reconciliations.
- Banking.
- Customer Service

ADMINISTRATION ASSISTANT

Dec. 1997 to Dec. 2004

Electroweld Engineering Pty Ltd, Melbourne, Vic

A small family business employing five.

- Producing Invoices.
- Purchasing supplies.
- Accounts Payable.
- Accounts Receivable.
- Payroll.
- BAS preparation and end of month reporting.
- Data entry.
- Filing.
- Answer the telephone.
- Faxing and E-mailing quotes.
- Process EFTpos and credit cards.
- Bank account reconciliations.
- Banking.
- Customer Service

Key Achievements:

- I introduced computer accounting there.

FREIGHT OPERATIONS EMPLOYEE 3B

May. 1997 to Dec. 1997

V/Line Freight Corporation, Portland, Victoria

A government organisation employing 300

DEPOT OFFICER/STATION MASTER 4

Sep. 1994 to May. 1997

Public Transport Corporation, Portland, Victoria

A large government organisation employing more than 1000

STATION OFFICER 3 **Aug. 1987 to Sep. 1997**
V/Line, Traralgon, Victoria

CLERICAL ASSISTANT 2 **Oct. 1984 to Aug. 1987**
Met Rail, Caulfield and Flinders Street, Victoria

CLERICAL ASSISTANT 1 **Sep. 1983 to Oct. 1984**
Met Rail, Essendon and Flinders Street, Victoria

SIGNAL ASSISTANT **Aug. 1980 to Sep. 1983**
Victorian Railways, Tottenham Goods, Serviceton, Glenorchy and Stawell Victoria

JUNIOR STATION ASSISTANT **Dec. 1979 to Aug. 1980**
Victorian Railways, Melbourne Yard, Jordanville, Mount Waverley and Essendon Victoria

PROFESSIONAL DEVELOPMENT

■ MS Expression Web	2006
■ MS Works Database up to 2007	1998
■ MS Word up to 2007	1998
■ MS Office Outlook up to 2007	1998
■ MYOB plus including payroll.	1998
■ Rules of Section Authority System	1995
■ Completed the Occupational Health and safety Program for Supervisors	1994
■ Portland Signal Panel	1994
■ FBS System	1994
■ T.R.A.I.N.S. IRT Operator	1991
■ Traralgon Signal Frame	1989
■ Intermediate Electric Staff	1989
■ Train Order System	1988
■ Station Officers	1986
■ Ticket Checkers	1986
■ Glenorchy Signal Frame	1982
■ South Australian Electric Staff	1981
■ Serviceton Signal Frame	1981
■ Tottenham "B" Signal frame	1980
■ Double Line Block	1980
■ Electric Staff	1980

TESTIMONIALS

- Mr Hubert Reuter, Supervisor HF Engineering 03 9872 3355.
- Mr Ernie Chamiri, external company accountant HF Engineering 03 9686 6211.
- Mr Michael Meilak, Manager PTC Records 03 9619 1111, please quote employee # 65337.