

---

## PERSONAL DETAILS

---

**Name:** Raymond Walter Gomerski  
**Address:** P/o Box 3130 Nunawading Vic 3131  
**Telephone:** (0418) 574 597  
**Email:** [rgomerski@signaldiagramsandphotos.com](mailto:rgomerski@signaldiagramsandphotos.com)  
**Job Seeker ID:** 5923 4609  
**Languages:** English

---

## PROFILE

---

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

---

## KEY PROFESSIONAL ATTRIBUTES

---

- I am **reliable**
- I am a **Team Player**.
- I am **trustworthy**
- Proven **track record of career success**.
- Excellent **Computer Literacy**
- Excellent **Customer Service** skills
- I am a **Conscientious** and **enthusiastic** worker
- Able to **work under pressure**
- Strong **Organizational** skills
- Excellent **Problem solving** skills
- Able to **work un supervised**
- Excellent **attention to detail** skills
- Excellent **oral and written communication** skills
- Willing to **relocate anywhere**
- Willing to **learn**
- I have a "**Can Do**" attitude

---

## QUALIFICATIONS

---

- Completed Form 5 1977
- Fit Category 3 Medical (Periodical) including drug screen 2009
- Current Drivers License # 02976578 exp 2014

---

## CAREER SNAPSHOT

---

- **Volunteer Office Assistant:** Healesville Living & Learning Centre 2009-current
- **Office Administration/Bookkeeping:** HF Engineering Pty Ltd 2004-2007
- **Administration & Accounts Clerk:** Electroweld Engineering Pty Ltd 1997-2004
- **Railway Worker:** Railways in Victoria 1979-1997
- **Kmart:** Sales Assistant 1978-1979
- **Australian Controls:** Process Worker 1977-1978

---

---

## CAREER HISTORY

---

---

**VOLUNTEER OFFICE ASSISTANT**  
Healesville Living & Learning Centre(RTO)

**May 2009 to current**

- Answer the telephone
- Customer Service
- Photocopying
- Filing
- Sorting
- Data entry
- General Office Duties
- Student resource production
- Open record and distribute mail to staff

---

**OFFICE ADMINISTRATION/FINANCE OFFICER**  
HF Engineering Pty Ltd Vermont Vic

**Feb.2004 to Nov. 2007**

- Producing Invoices using MYOB
- Purchasing.
- Accounts Payable.
- Accounts Receivable.
- Debt Collections
- Payroll and Superannuation using MYOB.
- BAS,GST and end of month reporting.
- Data entry into MYOB and MS Excel.
- Filing and Record Keeping
- Answer the telephone.
- Faxing and E-mailing quotes.
- Process EFTpos and credit cards.
- Bank account reconciliations.
- Banking.
- Meeting and Greeting Customer Service

---

**ADMINISTRATION & ACCOUNTS CLERK**  
Electroweld Engineering Pty Ltd, East Keilor, Vic

**Jan. 1998 to Dec. 2003**

- Producing Invoices using MYOB
- Purchasing.
- Accounts Payable.
- Accounts Receivable.
- Debt Collection.
- Payroll and Superannuation using MYOB.
- BAS, GST and end of month reporting.
- Data entry into MYOB and MS Excel.
- Filing and Record Keeping
- Answer the telephone.
- Faxing and E-mailing quotes.
- Process EFTpos and credit cards.
- Bank account reconciliations.
- Banking.
- Meeting and Greeting Customer Service

***Key Achievements:***

- I introduced MYOB computer accounting there.
-

**FREIGHT OPERATIONS EMPLOYEE 3B**

**May. 1997 to Dec. 1997**

V/Line Freight Corporation, Portland, Victoria

- After hours railway station management where I oversaw operations, ensuring company objectives were met.
  - Customer Service
  - Freight wagon Shunting.
  - The gathering of Train Consist Data and input using an internal software package.
  - Complying with Railway Rules and Regulations.
  - Operating Signalling equipment, (Safeworking).
  - Train Crew support.
- 

**DEPOT OFFICER/STATION MASTER 4**

**Sep. 1994 to May. 1997**

Public Transport Corporation, Portland, Victoria

- After hours railway station management where I oversaw operations, ensuring company objectives were met.
  - Customer Service
  - The gathering of Train Consist Data and input using an internal software package.
  - Freight wagon Shunting.
  - Complying with Railway Rules and Regulations.
  - Operating Signalling equipment, (Safeworking).
  - Train Crew support.
- 

**STATION OFFICER 3**

**Aug. 1987 to Sep. 1994**

V/Line, Traralgon, Victoria

- Customer Service
  - After hours railway station management where I oversaw operations, ensuring company objectives were met.
  - The gathering of Train Consist Data and input using an internal software package.
  - Complying with Railway Rules and Regulations.
  - Operating Signalling equipment, (Safeworking)
  - Train Crew support.
  - Passenger carriage Shunting.
  - Answer telephone enquiries.
  - Face to face Customer Service.
  - Seat Reservations.
  - Process Eftpos and Credit cards.
  - Ticket Sales.
  - Ticket checks at the station exit.
  - Cash handling.
  - Cash balances.
  - Banking.
- 

**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

---

**SALES ASSISTANT**

**Jul. 1978 to July. 1979**

Kmart, Airport West

---

**PROCESS WORKER**

**Jan. 1978 to Jun. 1978**

Australian Controls

---

**PROFESSIONAL DEVELOPMENT**

---

■ Train Track Safety Awareness Level 1	<b>2009</b>
■ MS Excel 2007	<b>2008</b>
■ MS Expression Web	<b>2006</b>
■ MS Works Database up to 2007	<b>1998</b>
■ MS Word up to 2007	<b>1998</b>
■ MS Office Outlook up to 2007	<b>1998</b>
■ MYOB plus up to V17	<b>1998</b>
■ Rules of Section Authority System	<b>1995</b>
■ Completed the Occupational Health and safety Program for Supervisors	<b>1994</b>
■ Portland Signal Panel	<b>1994</b>
■ FBS System	<b>1994</b>
■ T.R.A.I.N.S. IRT Operator	<b>1991</b>
■ Traralgon Signal Frame	<b>1989</b>
■ Intermediate Electric Staff	<b>1989</b>
■ Train Order System	<b>1988</b>
■ ROSCO (Now known as the Rail Access Management System)	<b>1987</b>
■ Station Officers	<b>1986</b>
■ Ticket Checkers	<b>1986</b>
■ Glenorchy Signal Frame	<b>1982</b>
■ South Australian Electric Staff	<b>1981</b>
■ Serviceton Signal Frame	<b>1981</b>
■ Tottenham "B" Signal frame	<b>1980</b>
■ Double Line Block	<b>1980</b>
■ Electric Staff	<b>1980</b>
■ Safeworking	<b>1980</b>

**REFEREES**

---

- Mr Chris Kotsonis, Personal W 03 9898 0511
- Mrs Karen Kisala, Manager Healesville Living & Learning Centre 03 5962 5982
- Mr Ernie Chamiri, external company accountant HF Engineering 03 9686 6211.