

Curriculum Vitae



PERSONAL DETAILS

Name : Melissa Cabrini Leane Morris (Ms.)
Date of Birth : 10th May 1976
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EDUCATIONAL BACKGROUND

Primary Education

Class 1 to Class 8 1982 – 1989 Marist Convent Primary School

Secondary Education

Form 3 to Form 7 1990 – 1994 Saint Joseph's Secondary School

Tertiary Education

University of the South Pacific 2017 Postgraduate Diploma in Commerce
(Major in Professional Accounting)

2012 Train the Trainer Certificate
Stages 1, 2 & 3

1998 – 2000 Bachelor of Arts Degree Certificate
(Double Major in Accounting & Financial

QUALIFICATIONS

- 2017 : Master in Commerce (major in Professional Accounting) in Progress
- University of the South Pacific
- 2017 : Post Graduate Diploma in Commerce Certificate (Professional Accounting)
University of the South Pacific
- 2012 : Train the Trainer Certificate (Stages 1, 2 & 3)
University of the South Pacific
- 2000 : Bachelor of Arts Degree Certificate (Double Majors in Accounting & Financial Management with Economics)
University of the South Pacific
- 1998 : Diploma in Business Studies Certificate
Fiji Institute of Technology now Fiji National University
- 1994 : Fiji Form Seventh Examination Certificate – Pass
Saint Joseph’s Secondary School
- 1993 : Fiji School Leaving Certificate – Pass
Saint Joseph’s Secondary School

1991 : Fiji Junior Certificated – A Grade Pass
Saint Joseph’s Secondary School

WORK EXPERIENCE

12/03/2024 - 18/06/2024 Resort Accountant

- Financial Record-keeping:
- Financial Reporting:
- Budgeting and Forecasting:
- Audit and Compliance:
- Tax Compliance:
- Financial Analysis and Decision Support

Boanimataka Pte Limited t/a Leleuvia Island Resort

01/05/2023 – 12/02/2024 Accountant

- Implementation of accounting and reporting system
- Maintaining accurate financial records of the manufacturing plant
- Preparing and filing tax returns and other financial statements
- Preparing and filing FNPF and FNU Levy Returns
- Monitoring and controlling the financial transactions and accounts of the company
- Providing financial advice and support to management
- Liaising with external auditors and tax authorities as required
- Payroll

Employer: Baywater Engineering Pte Limited

3/12/2022 – 30/01/2023

Assistant Store Manager – Rars Pte Ltd

- ✓ Cashier Tills - Balancing off Cashier cash totals against stock summary after Morning shift,
Preparations of cash reconciliation and banking,
- ✓ Stock Take - Stocktake after and before cashier shifts starts and ends,
- ✓ Payments - Prepare cheques after reconciliation of debtors’ accounts
Against past payments.
- ✓ Payroll - Preparation of Timesheets,

Calculations and deductions of funds as per each employee time sheets,

Pay off employees.

Employer: Rars Pte Limited

04/1/2021 – To date

Director

- ✓ Registration - Assists in the registrations of clients for Business Name Registration for both Company's Section and FRCS
- ✓ Book Keeping Services - Assists in the Preparation of Book Keeping Services of Clients
- ✓ Financial Reports - Compiling of Financial Reports for Tax and Income Purposes
- ✓ Lodgments - Lodgments of Financial Reports and VAT with FRCS
- ✓ Tax Consultations to business clients

Employer: Mataniciva Business Solutions

02/01/2018 – 31/12/2020

Audit Officer – Internal Audit Team

1. Annual Audit Plan (AAP)
 - ✓ Preparation of Memo's for Request to Access Records
- 1.1 Preliminary Audit Survey
 - ✓ Identify and Extract information from selected Ministries
 - ✓ Walkthrough, analyze information and scan
 - ✓ Submit documents to SAO for the preparation of AAP
 - ✓ Arrangement of Walkthrough meeting with the identified Ministry
2. Engagement Plan (EP)
 - ✓ Identification of Ministry's processes
 - ✓ Identify and Extract information from the selected auditee
 - ✓ Risk Assessment
 - ✓ Report on Risk Assessment of procedures
 - ✓ Recommendation of Audit Procedures to SAO
 - ✓ Draft Team EP and submit to SAO for review
 - ✓ Send EP to the Auditee, scan and add to teammate
 - ✓ Prepare for Entry Meeting
3. TeamMate Software
 - ✓ Updating and Uploading of Documents to the Administration Panel
 - ✓ Upload Minutes of first and second meetings

- ✓ Upload Memo's Request for access to records
- ✓ Upload Engagement Plan
- 3.1 Test Procedures on TeamMate Software
 - ✓ Create work programs and formulation of test procedures
- 3.2 Audit Conduct
 - ✓ Discussion and verification of processes and field work site visits
 - ✓ Raise issues and ensure that all supporting documents (EWP) are uploaded
 - ✓ Attend to notes raised by SAO and PIA i.e. contribute to online review of work
 - ✓ Attach all related emails and related work papers.
- 3.3 Report Writing
 - ✓ Export, Amend and import Internal Audit Report from Teammate software
 - ✓ Update changes in Teammate software
 - ✓ Submit Audit Report for review
- 3.4 Administration Work
 - ✓ Administration work – printing and binding of audit report
 - ✓ Memo write up and dispatching of audit report to auditee
 - ✓ Follow up on Management Comments
 - ✓ Add Further Audit Comments
 - ✓ Memo write up for the Exit Meetings
- 3.5 Audit Wrap Up – Follow Up
 - ✓ Attending Meetings
 - ✓ Liaising with auditee to provide necessary documents discussed in follow ups
 - ✓ Upload all relevant data on teammate
 - ✓ Sent hard copy of internal audit report to PAO of the ministry and OAG teachers and parents.

Employer: Ministry of Economy – Internal Audit & Good Governance Division

16/12/2016 -27/06/2017 Tax Assessor – Public Relations Team

- ✓ Conducts tax awareness (school program – coordinate Ministry of Education Careers Expo for Team Marketing
- ✓ Technical Advisor Tax for Marketing
- ✓ General Information Mail Queries
- ✓ Answer mails when other team members not at work or busy with other work assignments
- ✓ Tabulate types of queries and report on the weekly and monthly recommendations for ways to address the tax concern
- ✓ Answer Telephone Queries
- ✓ Submission of tax talk articles when requested
- ✓ Attend public awareness programs and road shows with submission of back to office report within five working days after the event
- ✓ The coordination of collateral and merchandise needed for road shows and public awareness

01/05/2014 - 15/12/2016 Tax Auditor – Tax Interpretations & Procedures Unit & Objections t

- ✓ Provision of correct and timely technical advice to internal and external stakeholders
- ✓ Provision of correct advice/interpretations on the application of tax legislation in relation to work processes outlined in Procedure Statements and Practice Statements
- ✓ Ensure that effective tax awareness is disseminated
- ✓ Ensure that customer related information in pamphlets, brochures and on the website is correct
- ✓ Handle tax objections cases, where tax is recalculated based on tax payer's grounds of objections to tax assessments both for audit cases and normal process cases.
- ✓ Presenting the reassessed tax assessments to management for approval and liaising with taxpayer on whether objection to tax assessment is being approved or not approved.

02/07/2012 – 31/04/2014 Tax Auditor – Risk Profiling Team

- ✓ Risk assessments of Tax Types with Taxpayers and Taxpayer Profiling for Potential Audit Cases

10/01/2011 – 30/06/2012 Tax Assessor – Company Section

- ✓ Assessing of Financial Reports for Companies for Tax Purposes
- ✓ Call Up Tax Payers to remind them of their tax dues and note down arrangements that they offer

May 2008 to 09/01/2011 Tax Assessor – Technical Section

- ✓ Assessing of Financial Reports of Sole Traders, Trustees, Partnerships, for Tax Purposes
- ✓ Call Up Tax Payers to remind them of their tax dues and note down arrangements that they offer

Jan 2008 – Dec 2008 Fiji Tax Agents Board's Secretary

- ✓ Attend all enquiries of tax agents
- ✓ Take minutes in TARB meetings and also represent FRCS
- ✓ Site verification of Tax Agent locations
- ✓ Coordinate tax seminars for tax agents
- ✓ Report to the board of any misconduct of tax agents
- ✓ Collect all application for tax agents for the year and submit to the board for approval
- ✓ Advise tax agents for any changes in tax laws

01/07/2002 to May 2008 Tax Auditor – Risk & Compliance Division, Internal Audit Section

- ✓ Risk Profile Analysis of Taxpayer selected for Audit
- ✓ Conduct Integrated Audit of companies and sole trader business for tax purposes
- ✓ Advise companies authorized personnel of any discrepancies in tax calculation ascertained
- ✓ Advise taxpayers on actions taken to pay the recommended tax and penalties for omitted income

Employer: Fiji Revenue & Customs Services (Inland Revenue Department – Risk & Compliance Division, Audit Section)

Jan 2002 – June 2002 Graduate Accountant

- ✓ Management of Cash flow for Post Offices
- ✓ Cash Reconciliation
- ✓ Management Reports – Post Offices Cash Statements

Employer: Post Fiji Limited

June 2001 to December 2002 Bank Officer

- ✓ Attending to enquiries on master card accounts of bank customers
- ✓ Call up clients on their payments when exceeds 30 & 90 days
- ✓ Informing clients of their overdue master card accounts
- ✓ Monthly reporting on master card accounts overdue balances and collected balances

Employer: Colonial National Bank (Collection Department)

December 2000 to December 2001 Customer Service Consultant

- ✓ Attending to customer enquiries into life insurance policies
- ✓ Processing of cancelled life insurance policies
- ✓ Reporting of saved insurance policies to management
- ✓ Management Report on Sales Representatives breaching Life Insurance Policies Guidelines

Employer: Colonial Life Insurance Limited

SKILLS

COMPUTER SKILLS

- ✓ Microsoft Words
- ✓ Microsoft Excel
- ✓ Microsoft Publisher
- ✓ Visio 2000

PEOPLE SKILLS

- ✓ Telephone Skills
- ✓ Customer Service

- ✓ Ability to work under pressure in meeting strict deadlines
- ✓ Public Speaking
- ✓ Team Player

ACCOUNTING SKILLS

- ✓ Preparation of Financial Accounts Reports for Tax Purposes
 - ✓ Debt Collection Procedures
 - ✓ Accrual Accounting
 - ✓ Cash Basis Accounting
 - ✓ Reconciliation of Books of accounts
 - ✓ Preparation of VAT Books
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REFEREES

1. Mr. Epeli Naua
Chief Assessor
Fiji Revenue & Customers Services
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Telephone Number: (679) 3243 000

2. Ms. Emele Rokobuli
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Fiji Revenue & Customs Services
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3. Mr. Robert Hay
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