

MUNI ZANEEL SHIVAM



CAREER OBJECTIVE

Dynamic and results-oriented professional with a strong background in Accounting, Finance and Economics. Seeking to leverage solid skills in commerce to contribute effectively to the employer, fostering growth and mutual success. Utilize the career opportunities that will strengthen my vision for professional advancement and self-improvement.

PERSONAL DETAILS



2129111



zaneelshivam@gmail.com



24 February 2002

CERTIFICATES

- Multi Factor Authentication Certificate
- Finance Career Accelerator Program Certificate
- Data Governance & Tax Administration Certificate
- Scam Fundamental
- Business Email Compromise

EXTRA CIRCULAR ACTIVITIES

- Team Mathematics Competition
- Fiji Mathematics Competition
- Form Prefect and School Prefect
- Math and Accounting quizzes
- Playing business house futsal

EXPERIENCE

Assistant Tax Auditor at Fijian Revenue and Customs Service

March 2025 – till date

- VAT Deregistration Audit and First Vat Refund Audit:
- Specific issue / Integrated Audit
- Verified VAT, Income Tax and other tax declarations for accuracy and discrepancy.
- Performed data analytics and data-matching using VMS/NTIS systems..
- Built relationships with taxpayers and tax awareness sessions.
- Collaborated within audit teams and contributed to strategic goals.

Assistant Market Analyst at Fijian Competition and Consumer Commission

June 2024 till March 2025

- Market study, benchmarking;
- Cost analysis; Data analysis; Financial analysis
- Data Model
- Report writing
- E-pricing Portal Submissions
- Quarterly Assessments
- Project based work for Transport and Infrastructure sectors

Graduate Accountant at Goodman Fielder Fiji

October 2023 – May 2024

- Performed bank reconciliation - Cash, EFTPOS, QR Payments
- Balance sheet reconciliation - Current Asset, Current liabilities; Share Capital
- Electricity, water bill analysis and interest accrual;
- Petty cash reimbursement, cash verification;
- RBF Export proceeds and export sales;
- Reallocation journal, wages posting, journal posting;
- Sales invoice reconciliation, credit note processing;
- FX Currency, hedging;
- Knowledge of Syspro Accounting Software

EXPERTISE

- Financial Mathematics
- Taxation Law
- Microeconomics
- Law of Associations
- Financial Accounting
- Economic Statistics
- Managerial Accounting
- Financial Management
- Small Business Finance
- Environmental Economics
- International Finance
- Corporate Accounting
- Accounting Information System
- Advanced Auditing

REFEREES

1. Name: Mun Gounder

Workplace: FRCS

Position: Senior Tax Officer

Mobile Number: 8771895

E: mgounder@frcs.org.fj

2. Name: Shivneet Chand

Workplace: FRCS

Position: Senior Auditor

Mobile Number: 8711873

E: shinaychand@gmail.com

3. Name: Yentesh Mudaliar

Workplace: FCCC

Position: Technical Regulation Inspector

Mobile Number: 9509714

E: yentesh.rmudaliar@gmail.com

4. Name: Sachil Sharma

Workplace: FCCC

Position: Senior Market Analyst

Mobile Number: 9984044

E: sachil.sharma@fccc.gov.fj

Attaché at Dalip's Consultancy Services

December 2022- February 2023

- Created new month FNPF contribution, performed wages and FNPF data entry;
- Performed PAYE lodgments, completed the PAYE template and lodged on FRCS portal;
- Data entry for VAT returns (supplier invoice details);
- Application of waiver of penalties for various clients on FRCS portal; and
- Preparation of VAT summary, bank statement deposits summary and tracing of cheque summary to bank statements to determine cheque errors, unrepresented and stale cheques.
- Helped in the preparation of financial reports for SME's

EDUCATION

Tertiary Education

- **Postgraduate Diploma In Accounting**
- 2025 - Currently Pursuing
- Fiji National University
- GPA - 3.67
- **Bachelor of Commerce in Professional Accounting:**
- 2021- 2024
- University of the South Pacific
- GPA - 3

Secondary Education

- 2020
- Fiji Year 13 Certificate Examination (342 / 400)
- 2019
- Fiji Year 12 Certificate Examination (344 / 400)
- 2017
- Fiji Year 10 Certificate Examination (522 / 600)

Primary Education

- Bhawani Dayal Memorial Primary School:
- 2008 - 2015
- 2015
- Fiji Year 8 Examination (408 / 500)