

Resume

Shane Duncan GRAHAM

~~5 WILSON COURT~~

~~LAIDLEY 4341~~

Date of birth 06/06/1954

Work experience / skills

I have managed our family business since August 1976. The business has focused on the manufacture of sports nets and industrial netting products employing up to 25 staff at various times over the 27 year period. In recent years we have developed a product range which we have marketed throughout Australia and exported to the following countries.

- United Kingdom, Indoor Cricket nets
- United States of America, Indoor Cricket nets, Hail protection structures, Shade Structures
- United Arab Emirates. Shade Structures.

In developing these areas I have gained skills in the following areas of management and computer literacy.

Financial records. –

- Preparation of management reports involving management of Debtors, Creditors and an understanding, and use of, a double entry journal system.
- Initial conversion of hand records in the mid 1980's which involved writing programs for basic management / financial reports from a general ledger system using GWBASIC format.
- Set up and transfer all accounting records to MYOB program.
- A product costing program setting out individual costs to make various finished goods.

The accounting and processing systems currently in use and which I am competent in use of are

- MYOB Accounting plus – version 19 (including payroll)
- Winpay payroll – version 6.2
- Microsoft Excel – Spreadsheets
- Microsoft Word – Word processing
- Microsoft Power Point – basic knowledge
- Microsoft project – production planning – Basic knowledge.
- AutoCAD – basic knowledge to satisfy current internal requirements to provide fabric work shop drawings for patterns as required

Current processing skills include.

- Preparation of quarterly BAS returns.
- Preparation of weekly payroll
- Monthly payroll reports
- Year end roll over of payroll and transfer of data to the Australian Taxation office.
- On line banking using internet banking facility.
- Transfer and management of data from MYOB Data base to Excel spreadsheets.
- Management of Debtors.
- Management of Creditors.
- Bank reconciliation.
- Maintaining accounting records for forwarding to company Taxation accountant.
- Preparation of costing reports for production.
- Preparation of quotation for supply of materials, fabrication. Contract values range from \$5,000 to A\$350,000.
- Preparation of documents for claims on international letters of credit.
- Preparation / on line lodgment of Innovation Patent documents for various knitted fabrics.

The above accounting / processing skills have been acquired with minimum outside training.

I have also acquired skills in

- Operation and servicing of industrial sewing machines used for production of sports nets. Single needle, twine needle, and 3 thread overlockers included.
- Modification of overlockers to suit HDPE twisted sewing twine
- Operation of Flat Bed Warp Knitting (Raschel) machines used in the production of industrial netting and shade cloth. Includes pattern chain set up and timing adjustments to suit various fabrics.
- Development of a shade fabric with low stretch factors suitable for Tensioned Membrane Structures.
- Fabrication of protection structures in both the agricultural and retail motor vehicle protection sectors around the world.

General interests

I currently lived in Laidley, Qld., for 23 years and are/have been a member of the following organizations

- High Altitude Harmony – Toowoomba
- Laidley Golf Club

I have been involved in School P&C committees over the past 18 years. Positions held were that of the President of the Association and the treasurer, at the Laidley State High School.

I have been an active member of the Laidley Golf Club taking on the position of Vice Captain for a year and handicap officer of the club for 3 years. In that time I converted the handicap records to a computer system. My personal interest is USA railways.

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YOURS FAITHFULLY

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