

Raymond Gomerski

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Professional Profile

A team player who enjoys variety and a challenging environment, I am seeking a Rail industry position. I have excellent communication and my attention to detail and organisational skills are first class, as is my work ethic, flexibility and focus on getting the job done.

Qualifications

Certificate 3 Business Administration	Opportunity with Learning	2011
<ul style="list-style-type: none">• Create and use Data Bases• Participate in OHS processes• Deliver and monitor a service to customers• Purchase goods and services		
Certificate 3 Customer Service	Opportunity with Learning	2011
<ul style="list-style-type: none">• Provide quality service to customers• Deal with conflict and resolve complaints• Process financial transactions• Process incoming customer orders		
Certificate 2 in Electrotechnology	Chisholm TAFE	2010
<ul style="list-style-type: none">• Occupational Health and Safety• Dismantle, assemble and fabricate electrotechnology components• Solve problems in multiple path D.C.Circuits		
Construction Industry OH & S Red Card	Chisholm TAFE	2010
<ul style="list-style-type: none">• Worksafe Registration No. 0005125502 02		

Key Skills

Communication skills

- Excellent communication skills with the ability to liaise with people from all levels
- Well presented and professional with demonstrated experience in providing excellent customer service

Organisational and planning skills

- Excellent organizational skills and eye for detail
- Proactive and flexible approach with excellent self/time management skills, ensuring work is completed to a high quality
- Highly organized with the ability to prioritize multiple tasks and meet deadlines
- Mature and professional approach with proven ability to manage complex tasks through to completion

Technology Skills

- High level computer literacy with strong MS Word, MS Excel, MS Office Outlook, MS Power Point, MS Expression Web, Adobe Dreamweaver and MYOB skills.
- Accomplished web site developer
- Competent user of the Internet for research

Employment Experience

HF Engineering Pty Ltd
Office Administration/Finance Officer

Feb 04 – Nov 07

Job Responsibilities:

- Manage Accounts payable including utilities, stock, incoming invoices and manage accounts receivable including compiling invoices, receiving and banking payments from customers, compiling and withdrawing payroll for wages and depositing cheques and credit card reports and debt collections if invoices exceed the 30 day credit timeline.
- Compile BAS including GST and end of Month reporting to the ATO and company directors.
- First point of contact for all incoming customer enquiries over the phone including screening calls and face to face

Accomplishments:

- Set up Email quoting system to improve office productivity
- Developed a filing and record keeping system to also improve office efficiency.

Electroweld Engineering Pty Ltd
Administration and Accounts Clerk

Jan 98 – Dec 03

Job Responsibilities:

- Manage Accounts payable including utilities, stock, incoming invoices and manage accounts receivable including receiving and banking payments from customers, compiling and withdrawing payroll for wages and depositing cheques and credit card reports and debt collections if invoices exceed the 30 day credit timeline.
- Compile BAS including GST and end of Month reporting to the ATO and company directors.
- First point of contact for all incoming customer enquiries over the phone including screening calls and face to face
- Developed and maintained the company web site.

Accomplishments:

- As a cost saving measure introduced management to Computerized accounting using MYOB
- Developed strong administration and organizational skills

V/Line Freight
Freight Operations Employee 3B

May 97 – Dec 97

Job Responsibilities:

- After hours station management where I oversaw operations and supervision of staff
- Gathering of train consist data and input into an internal data base
- Handling incoming customer enquiries including organizing loads of departing freight trains..
- Operating signaling equipment including Portland Panel.

Accomplishments:

- Job promotion from Depot Officer/Station Master 4

Public Transport Corporation
Depot Officer/Station Master 4

Sep 94 – May 97

Job Responsibilities:

- After hours station management where I oversaw operations and supervision of staff
- Gathering of train consist data and input into an internal data base
- Handling incoming customer enquiries including organizing loads of departing freight trains..
- Operating signaling equipment including Portland Panel.

V/Line / Victorian Railways / Metrail

Dec 79 – Sept 94

Various positions and promotions

- Station Officer 3
- Clerical Assistant 2
- Obtained Station Officer Certificate
- Clerical Assistant 1
- Signal Assistant
- Obtained railway Safeworking qualifications.

Kmart

Sales Assistant

Jul 78 – Jul 79

Australian Controls

Process Worker

Jan 78 – May 78

Volunteer Experience

Healesville Living & Learning Centre

Volunteer Office Assistant

May 09 – Dec 09

Responsibilities:

- Photocopying including student resource production
- General office duties as required by staff
- Incoming telephone enquiries including telephone screening

Personal Interests

Amateur Radio, Electronics, Photography and Railway Safeworking Systems.

References

Referees available on request