Sean Prokes

M: 0468 393 294 **Email: sean.j.prokes@gmail.com**

Christie Downs South Australia 5164

Personal Skill

- Team player
- Problem solver
- Attention to detail and fine motor skills
- Initiative
- Empathetic
- Healthy

Personal attributes

- Honest, Friendly
- Punctual, Reliable
- Enjoy practical work
- Able to take and apply instructions

Work Related Skills

- Customer service/ Front counter sales
- Operate Xero and MYOB
- Showing empathy to other clients situations
- Front of house operations
- EFTPOS/cash handling
- General store work (picking & packing, invoicing etc)
- General house keeping
- Participant in safe work practices
- SOP Knowledge
- Adelaide metro delivery

Licenses and Certificate

- AUSTSWIM Teaching swimming and water safety 2025
- First Aid 2025
- **Bachelor of Banking and Finance 2024**
- **Cert 4 in Mortgage Broking and finance 2024**
- Police clearance certificate 2023
- RSA
- DSCI Clearance 2024
- Responding to abuse and neglect of children 2024
- Working with Children Clearance 2024
- La Creama Coffee 2016- Training course in Barista
- Certificate 3 in Transport and Logistics 2013
- Full Drivers License 2013

Interests

- Camping **(meeting people from all walks of life)**
- Drone flying (Photography)
- Walking
- Kayaking
- Photography
- Listening to music
- Snorkeling
- Australian History

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Work History

Adelaide Hills Conveyancers 2026

Conveyancing on the Fleurieu and Southgate Conveyancers Work Experience 2025

- Administration
- Understanding Contracts and Addendums
- Operating **CATS and Pexa**
- Stamp Duty Exemptions (71CB Transfer names 71CA Court Orders)
- RTC Forms Land divisions without Easements
- Entry- New Client
- Creating and understanding what a Form1 is (Outlines the Acts and laws and Cooling off Periods.
- Attaining data from the Property Interest Report to prepare for form 1
- Ordering Land Titles, SA Water Rates and Stamp Duty

Daniel Sheperd Accounting Accountants Assistant May 2024 - Current

Working with KPI

Creating BAS and Income Tax Returns.

Xero Knowledge

- Payroll
- Creating Invoices

ATO tax agent portal

- Prefill Report

Identify and create Individual tax returns

- Rental deductions
- Car Expenses
- Work Relate expenses

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- Super
- Foreign exchange (rental overseas)
- Medicare

Rubix Capital Loan Writer May 2024 – September 2024

- Analyse Illon Bank statement (Create a link from outlook) statement and Mortgage Statements
- Specialise in Caveat loan, second mortgages, vehicle and machinery finance
- Placing caveats on properties
- ASIC search and ABN Look up

Equifax check

- Land title
- Company even when we dont have a privacy agreement
- Name

Writing up

- Term sheets
- Brokerage agreements
- Credit proposal
- Offer letter

Valuation

- Desktop
- Rp data
- Order valuations

CRM

Zoho sign exactly the same as Docusign

Communication with clients

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- Requesting document
- Cold calling to gather new business
- Solicitors and Lawyers

Excel

- Working out interest rate all formulas and Drawdown schedules

Fab Tax Accountants 2024

Data entry

Education

Advance Diploma Conveyancing 2025- Current

Walker and Miller Training 2023-Current

- **Cert 4 Mortgage Broking and finance (Completed 2024)**

Flinders University 2019-2024

- **Bachelor of Banking and Finance (Graduated 2024)**

Mentor Education

- Cert 4 Mortgage Broking and finance

University of South Australia 2015 - 2019

- Bachelor of Health Science(2016)
- Foundation studies (2015 -2016)

Diploma of Business 2016 - 2017

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- TafeSA (Adelaide CBD)

Year 11 &12 - 2010 – 2012

- Marcellin Technical College

Year 10 2009

- *Christies beach High School*
- *Willunga High School* [VET Furnishing coarse]

References

Sandra Branum – Director Adelaide Hills Conveyancers

- 0466 616 011

Matthew Gniel – Director of Conveyancing on the Fleurieu

- 8528 8940
- 0439 834 523

Daniel Shepherd – Director of Daniel Shepherd Accounting

- *(08) 68356633*
- *0482 076 633*
- *0422 700 339*