

CURRICULUM VITAE

Profile:

Re-Registered with Institute of CPA in Sept. 2013. Sat Formation 2 exams, Financial Accounting & Management Accounting in April 2014.

Completed FETAC evening course in Manual & Computerised Accounting with emphasis on Sage50

Hard working with a strong background in finance and accountancy. Good communicator with excellent interpersonal skills. Strong numerical skills with the ability to multi- task. 20 years running my own business, all aspects, with emphasis on finance.

IT Skills

Proficient in TAS Books, Quickbooks, Pegasus Accounts, Sage50 Accounts, Excel. Set up and administered Facebook site & shop. Set up and administered a website & eCommerce site. Full B & EB driving licence and valid Safe Pass.

Employment Details:

January 2013 – Present

Spent this year to date in spousal home care.

January 2010- December 2012

Purchasing/ Accounts

Celtic Beds and Leathers, Maynooth, Co. Kildare

Duties:

- Involved in all Day to Day functions of the business
- Dealing with finances and accounts
- Bookkeeping, invoicing and recording with Quickbooks.

1988- 2009

Company Director

JMS Wholesale, Clane, Co. Kildare

Duties:

- Involved in all aspects of running my own wholesale company supplying indigenous manufacturers in clothing, footwear, upholstery, bedding & stationery products industries.
- Dealing with company finances and accounts with Tas books. Monthly & year end accounts, foreign currency dealings, P & L projections, Cash Flow Forecasts, V.A.T.& P.A.Y.E. returns, regular appraisal of accounts systems.
- Dealing with customers and suppliers(EC based).
- Marketing the company
- Managing projects with interior designers.

1982- 1988

Accounts/ Finance

Jim Morrissey & Sons., Walkinstown, Dublin
Director.

- *Full Management & Financial Accounting with Pegasus Multi Currency Software.*

1981- 1982

Assistant Accountant

Electro Diesel Ireland, Kylemore Park, Ballyfermot, Dublin

- *Monthly Management Accounts (individual & consolidated)*
- *Credit Control*
- *Cost analysis*
- *Financial Accounts (inc. Consolidated Accounts)*
- *Internal Audits*

1979- 1981

Accounts Assistant

Smith Group Services, Fitzwilliam Place, Dublin

1978- 1979

Accounts Assistant

AV Mansell & Co., Ballyfermot, Dublin

1977- 1978

Trainee Accountant

John C. Leahy & Co. Accountants, Merrion Square, Dublin

Hobbies/ Interests:

I enjoy gardening and I have a keen interest in football and rugby.

Referees:

Pauline O' Neill

Owner

Celtic Beds and Leather

Maynooth

Co. Kildare

087 1256863

Other referees available on request.