

Janet Paul

ACCA affiliate, CIMA certified

Education

ACCA

Affiliate

Sep 2019

CIMA

Diploma

Sep 2017

University of Wollongong in Dubai

Bachelor of Commerce

Oct 2014—Oct 2017

Experience

M/HQ Oct 2020—present

Accountant

Working on the creation of VAT compliant quotes and carrying out weekly / monthly cash reconciliations.

KPMG Aug 2016

Intern

Worked on a substantial customer experience improvement project for a client.

Also worked directly under the head of KPMG Business School.

Restrata Oct 2017—Jul 2020

Junior Accountant

- Creating and managing KPI dashboards
- Budget tracking
- Trend reviewing of costs
- Allocating project costs
- Managing prepayments
- Preparing employee utilization reports
- Contractor payroll
- Accounts payable function
- Balance sheet reconciliations
- Supporting external audit
- Process improvements

Skills and qualities

Smart worker Awarded employee of the month shortly after the program was introduced

Motivated Awarded top graduate of University of Wollongong in Dubai for 2017

Time management Started and competed ACCA exams while being employed full-time

Quick learner Played a key role in data migration to new finance software closely after joining

Adaptable Independently managed accounts payable for UK subsidiary after staff changes

Analytical Implemented improvements to internal processes that saved time and money

Dedicated Volunteered to take on extra duties when colleague was going on maternity leave

Creative thinker Researched online to show KPIs on dashboards in an insightful manner

Attention to detail Reported directly to finance head and sent weekly company-wide reports

Quality focused One of the first members of the Quality Steering committee at Restrata

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