***Curriculum Vitae***

**Personal Information**

First Name/Surname Marica Bonnici

Address ‘Das Spiel’, 2A

Binja Gebel id-Dwejra

Mtarfa

Telephone 2745 3557

Mobile 7949 1699

E-Mail [maricamamo@hotmail.com](mailto:maricamamo@hotmail.com)

Nationality Maltese

Date of Birth 18th November 1975

Gender Female

**Work** **Experience**

Dates 2002 – Present

Position Held **Assistant to Financial Controller**

Main Activities and

Responsibilities Preparation of Monthly Accounts

Bank Reconciliation

Payroll – Budgets, HR duties

Cash flows

Bank Relationships

Internal Auditor (based on ISO 19011:2002)

Responsible for the Company Safe

Name of Employer Multigas Ltd

Type of Business Manufacturing Company

Dates 1994 – 2002

Position Held **Accounts Clerk**

Main Activities and

Responsibilities Responsible for Credit Control

Input of Creditors and issue of relevant payments

Name of Employer Multigas Ltd

Type of Business Manufacturing Company

Dates 1993 – 1993

Position Held **Store Keeper**

Main Activities and

Responsibilities Preparing orders of clients

Name of Employer MGS Ltd

Type of Business Pharmaceutical Agent

**Education/Qualifications**

Dates 2005 – 2011

Title of Qualification **Qualified Accountant**

Principle Subjects F1 Accounting in Business

F2 Management Accountant

F3 Financial Accounting

F4 Corporate and Business Law

F5 Performance Management

F6 Taxation (Malta)

F7 Financial Reporting

F8 Audit and Assurance

F9 Financial Management

P1 Governance, Risk and Ethics

P2 Corporate Reporting

P3 Business Analysis

P6 Advance Taxation (Malta)

P7 Advance Audit and Assurance

Name of organisation

Providing Education ACCA

Dates 1992 – 1994

Title of Qualification **‘A’ Levels**

Principle Subjects Accounts

Italian

Religion

Systems of Knowledge

Name of organisation

Providing Education Gan Frangisk Abela – Junior College

Dates 1987 - 1992

Title of Qualification **‘O’ Levels**

Principle Subjects Mathematics

English

Maltese

Accounts

Physics

Italian

Name of organisation

Providing Education St Theresa Junior Lyceum Mriehel

Dates 1980 – 1987

St Sebastian Primary School

**Other Qualifications**

Dates 1999 – 2000

Title of Qualification **Aestheticienne Diploma**

Mother Language Maltese

Other Languages English

Italian

**Social Skills** Used to play Basketball for 10 years – helped me to interact in a team

**Organisational skills**

**and Competences** I am very organised

Attended a course in Time Management Skills

**Computer Skills and**

**Competences** Attended a course in Excel Intermediate

Attended a course in Microsoft Dynamics Great Plains 10

Shireburn Financial Manager

Shireburn Payroll

Microsoft Office (Word, Excel)

Microsoft Windows

Microsoft Outlook Express (E-Mail)

Microsoft Internet Explorer

**Driving Licence** Hold a Valid Licence

**Additional Information**

Associate Member M.I.A.

Animal Lover

Loves to read and to travel

Willing to learn

Good Listener