



HOLLY ANN P. COLOMA

Cobh, Co. Cork, Ireland

I am a BSc Accounting graduate from the Philippines, a member of the Accounting Technicians Ireland (IATI) since 2011 and now pursuing an Association of Chartered Certified Accountants (ACCA) qualifications and a Certification for Full Stack Software Developer. I worked in a variety of finance role in Ireland for more than 12 years now. One of the major roles I had accomplished was to implement an accounting software to effectively manage financial information in an organisation. My accounting and financial competencies include, but not limited to

IT Specialist/Manager

Fehily Timoney and Company

July 2019 – Present

- Manage information technology and computer systems for circa 100 employees. Management includes but is not limited to:
 - Windows Server Network using Active Directory Services
 - Administration & Maintenance of Microsoft Exchange Server and MS Outlook
 - PC Build Management
 - Maintenance and support of all company standard computer software.
 - Troubleshoot hardware and software issues related to internal IT
 - Company Helpdesk Management
 - New employee set up
 - Maintenance and support of all computer hardware including PCs, Servers, Printers, Voice, and Data equipment
 - Sourcing and purchasing of IT equipment, liaising with suppliers.
 - Maintenance of communications systems
 - Management and support of Local Area Network
- Design, develop, implement and coordinate systems, policies, and procedures.
- Liaise with IT Support Service for all companywide technical issues
- Project Information Management (PIM) Champion and Super User
- Assist Finance Department on some ad hoc duties

Accounts Assistant & Payroll

Fehily Timoney and Company

August 2016 – July 2022

Cork, Ireland

- Assist in preparation of Management Accounts for weekly reporting
- Assist with Monthly Management Accounts preparation along with month-end and quarterly reporting.
- Accounts Payable (matching Purchase Invoices with Purchase Orders prior to processing and making payments, monthly reconciling supplier statements
- Manage Staff Expense Claims.
- Assisting with Sales Invoicing.
- Consult with Project Managers to ensure accurate monitoring and control of Project budgets and purchases in Union Square
- Monthly Payroll for circa 60 employees using Quantum Software
- Manage and update accounts payable using Sage 200
- Monitor timesheets
- Bank, Credit Card & Petty Cash Reconciliations.
- File and issue PAYE, P30, P45 and VAT
- Bi-monthly Withholding tax
- Ad hoc duties to be performed as and when required.

Assistant Accountant & Payroll Administrator

Cummins Sports Ltd.

June 2015 – February 5, 2016 (8-month Contract)

Cork, Ireland

- Payroll for circa 100 employees on a weekly basis using Sage Micropay
- Prepare payroll analysis and reports on a weekly basis
- File/Issue P45, P30 through Revenue Online Services
- Cash flow monthly
- Prepare monthly sales budgets monthly
- Manual cash sales handling, lodgements preparation
- Prepare and submit Intarstat (Imported goods) through Revenue Online Services
- Process product returns.
- Assist in processing Accounts Payable, Accounts Receivables, Sales, and Purchases using Opera II
- Monitor product pricing and consult with Stock and Pricing Management

Accounting Administrator

Cork Heritage Pubs

January 2015 – June 2015

(Absorbed from J.Neenan & Co.)

- Administer proper coding, manage invoices, and document all processes and systems.
- Maintain accounts receivables and accounts payables on QuickBooks and update records as required.
- Assist in filing bi-monthly VAT return.
- Manage monthly journals and update entries.
- Perform research, reconcile all bank accounts, credit card statements, creditors and resolves all issues in processes.
- Assist accountants and prepare all financial data and reports for management accounts.

Accounts Administrator

J.Neenan & Company Registered Accountants and Auditors

February 2014 – January 2015

Cork, Ireland

- Assigned to the client with 12 Businesses (Cork Heritage Pubs)
- Application of new accounting package (QuickBooks)
- Manage a transparent financial management system, using accepted book-keeping principles.
- Maintain computerised accounting records using QuickBooks.
- Monitor and consult with staff and other organisations to ensure that financial receipts and payments are accurate, timely, and appropriately managed.
- Identify and resolve invoicing issues, accounting discrepancies, and other financial-related issues.
- Prepare and adjust finance journal entries as required.
- Manage accounts payable and receivable activities
 - Average of 1500 purchase invoices and 100 sales transactions monthly
- Payroll journal entry
- Bi-Monthly VAT return
- Provide Management Committee with the monthly financial report.
- Reconcile monthly general ledger balance, invoices, credit cards, and bank statements.

Accounting Assistant

Park Road Service Station Ltd. (Maxol)

(3 Petrol Station, 1 Supermarket and 1 Catering Businesses)

June 1, 2010 – January 31, 2014

Waterford, Ireland

- Management Accounts for the 3 petrol stations and 1 Supermarket (Profit and Loss and Reconciliation)
- Apply new accounting package SAGE Line 50 for the internal purpose of providing projections on Profit and Loss
- Analyse budgets for all the businesses.
- Prepare costing for products (CFM Catering)
- Resolve accounting discrepancies
- Reviewing, compiling, and analysing financial information
- Prepare revenue, expense, invoices, and other accounting documents
- Inventory - conduct, and balance monthly stock takes
- Process accounts receivable, accounts payable, creditors, and debtors control account

- Payroll Assistant (Sage QuickPay) for circa 50 employees on a weekly basis
- Resolve wages and holiday discrepancies.
- Record purchase invoice using Big Red Book and Sage 50 for circa 500 transactions monthly.
- Assisting in queries from Accountants
- Web content editor, logo, and design (CFM Catering)

Accounting Assistant (Part-Time)

AR Engineering Services Ltd.

June 2010 – December 2012

Kilkenny, Ireland

- Payroll (SageOne) for five employees on a weekly basis
- Set up a new accounting software package for the business's payroll and accounts (Big Red Book)
- Prepare invoices and statements to circa 100 customers monthly
- Recording sales receipts, cheques, invoices, and cash to Big Red Book circa 100-150 transactions monthly
- Reconcile bank account monthly
- Organise files and prepare financial documents for the accountant annually
- File VAT, PAYE Returns, VIES through ROS
- Assisting in queries from Accountants

Customer Service Representative – Inbound (Part Time/Contract)

Talk Talk (AOL Broadband) - Ireland

February 4, 2010 – March 3, 2010

- Handle customers' queries on bills, payments and payment options, product information.

Customer Service Representative – Inbound

Alltel Post paid

Sykes Asia Inc. – Philippines

May 2009 – October 2009

- Handle customers' queries on bills, payments and payment options, product information.

EDUCATION

ACCA Qualifications (8 papers/13 papers)

(Association of Chartered Certified Accountants)

Self-Study

Skills (F4-F9) - present

Feb 2015 - Present

Accounting Technicians Ireland (IATI) – all exams passed

October 2011 – June 2013

WATERFORD COLLEGE OF FURTHER EDUCATION

Waterford, Ireland

Bachelor of Science in Accountancy (BSc)

Grade: 87/100

2002-2007

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

College of Accountancy, Sta. Mesa Manila, Philippines

CERTIFICATIONS & SHORT COURSES

SAGE Computerised Accounts (City and Guilds)
2010, Waterford Institute of Technology, IE

February 10 – April 28,

Web Design and Web Development
2010, Waterford Institute of Technology, IE

February 9 – April 20,

Java Programming Fundamentals
MFI Foundation Incorporated, PH

July – August 2009

Programming in C++
MFI Foundation Incorporated, PH

July - August 2008

PHP and MySQL Basics
MFI Foundation Incorporated, PH

June - July 2008

Program Logic Formulation
MFI Foundation Incorporated, PH

October - November 2007

Web Page Designing Using Dreamweaver
MFI Foundation Incorporated, PH

October 2007

TECHNICAL SKILLS

Accounting Packages: **QuickBooks, Sage 50, Big Red Book Accounts, Opera II, Sage 200, Relate Accounts Production**

Project Management: **Project Information Management (PIM), Viewpoint**

Payroll Packages: **Big Red Book Payroll, Micropay (Sage), Sage One (online), Sage 200, Thesaurus Payroll, Quantum Payroll**

Database Technologies: **Basic knowledge in MySQL.**

Scripting Language: **Hypertext Mark-up Language (HTML), Cascading Style Sheet (CSS), PHP, Programming in C++, Basic Java Programming**

Other Applications: **MS Office Applications (Word, Excel, PowerPoint), Adobe Photoshop, Macromedia Dreamweaver, Wordpress**