

Priscila Antunes Ferreira de Souza

Ap 2 29 Nelson Street – Phibsborough – Dublin 7 – Ireland | +353 83 827 4597

pri.regencia@gmail.com

<https://www.linkedin.com/in/priscilaantunesferreira/>

Personal Profile

ACCA Part qualified accountant. Bilingual (Portuguese and English) professional. I have 8 years of experience in life insurance and around 2 years of experience in marine insurance working on invoicing and billing processes, processing insurance information such as claims and premium and also customer service related to new life insurance policies and renew of life insurance policies for large groups. I have been currently developing activities such as bookkeeping, bank reconciliation, tax return, and audit filing. I am dynamic, with strong communication both written and oral, highly motivated, and I have a great eye for detail. I have a hands-on approach with good ability to adapt. My knowledge in Excel is advanced and I also was trained in a few different accountancy systems such as Sage, Tasbooks, Relate Software and Surf Accounts.

Objective

Seeking a position as Accountant where my education, qualifications and acquired skills will be utilised to their best to improve the company's overall performance and to build on experience gained.

Education and Qualification

2019 – 2020 MSc in Accounting & Finance Management – Griffith College Dublin – Upper Second Class Honours (2.1)

Core Modules: International Financial Reporting and Analysis, Advanced Audit and Assurance, Business Consultancy and Analysis, Management Accounting and Control, International Financial Management, Leadership and Management Development, Strategic Managerial Finance, Taxation, Legal Environment and Corporate Governance.

2007 – 2010 Bachelor of Business Administration focused on International Business – Campos Salles Integrated Colleges (NFQ 8) – Upper Second Class Honours (2.1)

Core Modules: Accounting, Budget and Financial Management, Cost Analysis, Controllershship, Logistics and Distribution, Export Management, Foundations of Business Administration.

Relevant Work Experience

Alan Keane & Co. Accountants, Dublin | February 2019

- **Trainee accountant**
- Bank reconciliation.
- Sorting, coding, and matching invoices.
- Entering and uploading invoices into the system.
- Journal posting, ledgers, and other records.
- Audit files.
- VAT return.
- Management accounts and year-end accounts.

SuMi Trust Global Asset Services (a subsidiary of SMTB), Dublin | July 2019 – August 2019

- **Internal Audit Intern**
- Planning and executing audit fieldwork for Internal Audit reviews (including complex audits as NAV pricing, NAV and outsourcing).
- Facilitated internal team meetings with IA management.
- Developed and maintained successful relationships with senior operational management.
- Participated in walkthroughs and live observation of key process/systems. Fully documented all work papers for audit review process.

- Performed internal audit risk analysis control testing and pursued discussion items.
- Closure of issues for follow-up testing.
- Assisted with Internal Audit departmental operational tasks.
- Communicate audit discussion items to the Head of Internal Audit.
- Prepared all working papers for the audit to the Head of Internal Audit, completed and updated coaching notes successfully.
- Coordinated with Head of IA for weekly catch up meetings with auditees to progress audit scope and per areas discussion items.
- On daily basis, updated the Head of IA on audit progress (including planning and testing etc.) and key questions to action.
- Audited an outsourced CBI approved fund arrangement.
- Reviewed aspects of IT Departmental systems and various technology components including user access lists, shared folder testing, payment system testing and departmental email inboxes.
- Gained detailed knowledge of NAV pricing and NAV completion - dissemination processes.
- Successfully completed various mandatory training including Anti-Money Laundering, Anti-Fraud Policy, Anti-Bribery and Corruption, IT Systems Security and General Data Protection Regulation (GDPR).

OSA Mcquillan Accountants, Dublin | May 2019 – June 2019

➤ Accountant Intern

- Management accounts and year-end accounts.
- Creditors and debtors' control.
- Bank statements upload on Sage One and allocation of income and expenses.
- Invoice conference on Auto Entry checking VAT payable to allocate income and expenses and send to Sage One;
- Bank reconciliation.
- Relevant journal postings producing Trial balance on Sage One and Sage Accounts.
- Preparation of Profit and Loss statement.
- Administration of filing.

McDonald's, Dublin | May 2018 – May 2019

➤ Customer Experience Leader

- Responsible for welcome customers into the restaurant and creating "feel-good moments" during their visit.
- Working closely with the restaurant management team suggesting improvements to customer service experience.
- Assisting customers on their journey, making their experience easier and enjoyable.
- Speaking knowledgeably about the business, helping customers with any issues or complaints.
- Working with the kitchen staff ensuring high quality in the product delivered.

Dublin Mini Coaches, Dublin | Feb 2018 – May 2018

➤ Operations Executive

- Reports and spreadsheets compilation.
- Responsible for the contact with garages for arranging appointments and booking the buses repair.
- Responsible for processing drivers requests in accordance with deadlines and record keeping.
- Responsible for organization and storing documents and computer-based information.
- Performed a series of administration functions for the Manager and Director.

Willis Towers Watson, Sao Paulo, Brazil

➤ Insurance Technician – Marine insurance | Apr 2015 – Nov 2016

➤ Insurance Technician – Life insurance | Mar 2014 – Apr 2015

- Invoicing of large and small insurance accounts, monitoring the invoices schedule.
- Receiving files from client companies and preparation for sending to the insurer.
- Invoice conference and sending to the customer.
- Processing insurance information such as premium and registering invoices on the system.

- Service Level Agreement (SLA) follow-up and customer support.

Vila Velha Insurance, Sao Paulo, Brazil | January 2007 – Feb 2014

➤ **Insurance Technician**

- Invoicing of large and small insurance accounts, monitoring the invoices schedule.
- Receiving files from client companies and preparation for sending to the insurer.
- Invoice conference and sending to the customer.
- Registration of invoices on the system.
- Service Level Agreement (SLA) follow-up and customer support.
- Receiving files and proposals from the client companies and making conference to send to the insurer.
- Invoice conference and sending to the customer.
- Processing insurance information such as claim and premium.
- New insurance account and renewal: quotation and proposal development.
- Control and resolution of pending issues with insurers and clients.
- Issuance and delivery of policies and certificates.
- Control of the receipt of commissions and agency.
- Support and follow-up of the work of the team of agents and payment of the agency.
- Elaboration of letters, spreadsheets and reports of results of group life insurance policies.

Enthal Engineering, Sao Paulo, Brazil | Sep 2007 – Dec 2007

➤ **Accounts receivable assistant**

- Updated receivables by totaling unpaid invoices.
- Resolved valid or authorized deductions by entering adjusting entries.
- Resolved invalid or unauthorized deductions by following pending deductions procedures.
- Resolved collections by examining customer payment plans, payment history, credit line. Coordinating contact with collections department.
- Summarized receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals.

Certification

- ***Association of Certified Accountants (ACCA)***: Part qualified accountant, 2020.

General Skills

- ***Language Skills***: Portuguese (Native), English (Fluent).
- ***Computer Skills***: Surf Accounts, Tasbooks, Sage One, Sage 50cloud, Xero; Microsoft Office Package: Advanced Excel, Word, PowerPoint, Outlook.

Volunteering

Working as a volunteer at Christ City Church Dublin since March/2018.

Interests

MUSIC: Co-founder and Choir Conductor at Caminho Cantante, an NGO created to teach choir practice and musical theory in Sao Paulo/Brazil from 2015 to 2016.