**Lynda Fitzsimons**

Mooretown,

Ratoath,

Co. Meath

Tel. 086 3268110

[lynda.hanna@hotmail.com](mailto:lynda.hanna@hotmail.com)

**Profile:**

I am a customer focused accounting professional with over 10 years.

Experience maintaining employee payroll, accounts payable and receivable.

Effective troubleshooter and researcher with exceptional verbal and written communication skills. Detail oriented with strong analytical skills and an ability to produce quality work under strict deadlines.

Proficient in computer programs such as Microsoft Office.

**EDUCATION**

2013 - 2014PLC/VTOS Training Centre, Leixlip, Co. Kildare

**FETAC Level 5 Award in General Studies**

1. Business Administration
2. Business Law
3. Word Processing
4. Spreadsheet Methods
5. Communications
6. Research and Study Skills
7. French

1993 – 1998 Maynooth Post Primary, Maynooth, Co. Kildare

**Leaving Certificate Examination**

**COMPUTER SKILLS** Accounts; Sage 50 Professional, TAS, Big Red Books

Payroll; Thesaurus, Quickpay, Micropay, BrightPay

**EMPLOYMENT HISTORY**

2017 – Present Glanmore Foods, Unit 3 Northwest Business Park, Dublin 15

**Accounts/Office Admin**

**Duties**

* Reconcile cash and accounts payable transactions
* Management of accounts payable/receivable
* Reconcile accounts receivable transactions
* Liaise with customers on accounts receivable
* Manage cashflow
* Manage petty cash transactions
* Control credit and chase debt
* Prepare trial balance
* Produce management reports
* VAT returns
* Tax returns
* Process contractor invoices and payments.

2014 – 2017 Solas Consulting Group, College Green, Dublin 2

**Accounts/Office Admin**

2008 – 2013 AFL Motor Assessors & Engineers Ltd, Moyglare Village, Maynooth

Co. Kildare.

**Accounts/Office Manager**

2007 – 2008 Primo General, Story Street, Blenheim, ON, Canada

**Accounts Assistant**

**INTERESTS/HOBBIES** Reading, music, walking, swimming, skiing

**REFEREES**

* Angela Doran, Director

AFL Motor Assessors & Engineers Ltd

Tel (01) 5031215/(086) 3479554

* Eilis Clare, Co-Ordinator

PLC/VTOS Training Centre, Leixlip, Co. Kildare

Tel (01) 6246420

* Miriam Murphy, Office Manager

Solas Consulting Group, 18-19 College Green, Dublin 2

Tel (01) 2449520