

**Gabriella Fearon**

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### Professional Summary

Detail-oriented accounting professional with over 5 years of experience managing full-cycle accounting operations. Proficient in multiple accounting software systems. Seeking a role in accounts payable/receivable or financial reporting to contribute to an organisation's financial success.

Recently returned to Manchester from Trinidad and Tobago.

### Skills

- Accounting: Bookkeeping, Financial Reporting, Account Reconciliations, Journal Entries
- Software: QuickBooks, Xero, Sage, Salesforce, Microsoft Excel
- Interpersonal: Customer Service, Communication, Collaboration

### Experience

Floors WD Limited, San Juan, Trinidad

Accounts Assistant

Nov 2021 – September 2023

- Managed accounts receivable/payable activities for rapidly growing flooring company.
- Prepared accurate and timely monthly financial reports.
- Assisting in preparation of Month End reporting packs.
- Assisted with annual financial statement preparation and audit.
- Supported sales through customer invoicing and payment tracking.
- Liaised with operations teams to coordinate delivery of products/services.
- Ensured financial policies and procedures were followed.

Ascend Estates Limited, Manchester, England

Accounts Assistant

Nov 2020 – Oct 2021

- Oversaw bookkeeping and reporting for 4 companies under Ascend Estates group.
- Completed account reconciliations, accruals, prepayments, journal entries.
- Created weekly debtors reports and intercompany reconciliations.

ComplyAdvantage, London, England

Finance Assistant

Feb 2019 – Nov 2020

- Assisted with monthly/annual financial reporting and audit preparation.
- Managed full accounts payable/receivable lifecycles.
- Supported cross-functional teams to implement accounting workflows.

Alexander Beard Group of Companies

Accounts Apprentice

Aug 2017 – Jan 2019

### Education

CIMA Cert BA, 2020

AAT Level 3, 3AAA College, 2018

8 GCSEs Grade A-C, Abbey Gate College, 2016