

# ASHLEY LANDY

33 Scholar's View, Easington Lane, Houghton Le Spring, DH5 0NY | Phone: 07999 511445 | Email: [lann4678@icloud.com](mailto:lann4678@icloud.com)

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Dear Hiring Manager,

I am writing to express my interest in the position advertised as being open at this time within your company.

My unique skills which include a keen eye for detail and general aptitude for quick learning have all served to make me an above-average professional. My approach to my work goes beyond my job description; as I am always looking for ways to exceed expectations and improve efficiency and productivity. The following qualities are what I would bring to your company:

- ☑ Knowledge of US GAAP, IFRS and Sarbanes-Oxley Act (SOX) reporting.
- ☑ Proven capacity to stimulate team effort, working individually or on teams, as well as maintain positive and constructive working relationships with all levels of management and staff.
- ☑ Exemplify solid professional standards; excellent track record of dependability and effectiveness in handling extreme pressure without compromising quality of service.
- ☑ Possess the aptitude of critical problem solving skills; and an analytical mind to take appropriate action steps to secure positive outcomes.

My goal is to help you meet your overall objectives. With my skills, experience, and expertise, I am confident that I possess the attributes needed to make a positive contribution to your successful company.

I would be glad if you would give me an opportunity to meet with you personally so that we may further discuss ways I could meet the particular needs of your organization in the position advertised. Thank you for taking the time to review my résumé, and I am looking forward to speaking with you soon.

Sincerely,



**Ashley Landy**

Enclosure: *Résumé*

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## WORK EXPERIENCE

### **Bermuda Monetary Authority**

#### **Analyst, Corporate Authorisations (May 2020 – Present)**

- Processing and approving certain applications to access the system, in accordance with the department policies and procedures and Exchange Control permissions
- Process all service requests received regarding permissions, users, dissolutions, mergers for INTEGRA
- Compiling weekly, monthly and quarterly departmental statistical reports in accordance with management
- Liaise with the software development team in regard to system changes and incremental releases for INTEGRA
- Representing Corporate Authorisations in INTEGRA project meetings
- Utilising BMA databases to input relevant data and run system reports to reflect process status
- Assist in vetting process to ensure the department complies with AML policies
- Undertakes research projects utilizing analytical skills that relate to meeting the departments supervisory and regulatory responsibilities
- Make recommendations on submissions to senior management based on application completeness and compliancy with current legislation
- Receives and evaluates all local and overseas enquiries regarding incorporation matters from Companies and law firms, notifying any relevant law firms of errors/omissions
- Process applications for the incorporation of Companies, establishment of partnerships and issue of permits to overseas companies

#### **Project Support Analyst, Business and Operations Support (Oct 2019 – Apr 2020)**

- Monitoring, tracking and reporting on status of project deliverables to ensure time, cost and quality metrics
- Support in administrative function through maintaining a register of compliance with endorsed project management methodology
- Contributing to the development of project plans under guidance of senior members to develop future capability within project management office
- Researching and analyzing options in relation to business cases and project deliverables
- Assist with Integra testing and inputting relevant required information within the system
- Assist in the innovation of implementing BMA initiatives

#### **Clarien Bank (Feb 2019 – Aug 2019) – Junior Accountant – temporary post**

- Review all accounts payable postings in Great Plains for accuracy and approve entries
- Liaise with all departments to retrieve monthly accruals and prepayments
- Prepare monthly/quarterly financial reconciliations and reports for management
- Assist in all areas of audit reporting and collating support and procedure
- Process and report all fixed assets, depreciation, FCPT and FST and investment charges monthly
- Prepare analysis on all department accruals and prepayment and report to directors of finance
- Process various back office duties to support Treasury Department such as trade acceptance/verification, cash settlement and cash management reporting
- Preparation of various regulatory reports/returns including BMA, BDIC, Tax Commissioner Office
- Reconcile investment related general ledger accounts to the sub-ledger including details reconciliations of cash, accrued interest and other comprehensive income
- Reconcile investment related activity in the bank's sub-ledger to custodian records and investigate differences

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## **American International Company (Oct 2014 - Dec 2017) - Claims Cash Analyst**

- First point of contact for accounting & finance dept for all cash receipt identification
- Process cash call requests for amounts greater than 100K+
- Process all manual bookings in AS400 for claims department cash
- Review uncleared balances on the cedent side of the ledger; clear on monthly basis
- Liaise/Investigate with overseas offices worldwide on transactions processed in systems
- Prepare client reports for audits and procedures for cash allocation
- Assist in chasing uncollected balances for claims department
- Collate and file documentation from issuing offices for accounts requiring support
- Maintain profile log for all accounts under claims department
- Populate databases with relevant current account information
- Prepare monthly/quarterly financial reports for management

## **KEMH Re-Development Project Office (Mar 2010 - Nov 2013) - Project Administrator**

- Preliminary management of FTP procurement documents
- Reconcile P3 general ledger account on a monthly basis
- Liaise with overseas and local advisors on queries, issues or concerns
- Process all invoices from local and overseas advisors
- Prepare all documents for accruals at the end of fiscal year
- Log all monthly payments for the redevelopment project from AS400 accounts
- Generate invoices, raise purchase orders, print quotes costs for clients

## **Butterfield Bank**

### **Trade Services Administrator, Treasury Dept. (Nov 2008 - Mar 2010)**

- Reconciled the Dealing Room's foreign exchange positions in all currencies to bank's general ledger
- Process foreign exchange transactions processed daily (\$5,000- \$500,000,000)
- Provide daily reconciliation of the Alltel WIP (Suspense) and SAP WIP (TA) accounts
- Daily processing of local inter-Bank settlements
- Review non-posting reports & prepare necessary entries to clear accounts
- Processing of trades/tickets and any other entries related to trade services
- Liaise with overseas and local clients

### **Customer Service Associate, Retail Dept. (Apr 2006 - Nov 2008)**

#### **Cash Vault (as of 18/1/08) - Responsible for all monies in vault for Rosebank Branch tellers**

- Re-order and distribute cheque books and deposit books
- Cheque cashing services and account transfers
- Process deposits and withdrawals and outgoing wire transfers
- Issue drafts, manager's cheques, foreign currency and traveler's cheques
- Daily tasks with large amounts of money

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## SKILLS

- Computer skills include: MS Office (Word, Excel, Teams, PowerPoint, Outlook, Access), Adobe Acrobat, AS400, Genius, Great Plains, Cognos, Signature, Nautilus, SAP & Alltel software, INTEGRA, Power BI
- Collaborative team player
- Data Entry
- Multi-task
- Good organizational and time management
- Complex Problem Solving
- Customer service
- Detail oriented
- Effective communication
- Adaptability
- Strategic Thinker
- Innovative

## EDUCATION

London School of Business & Finance (ACCA)	June 2019 - Present
ISO 9001:2008 – Audit Certificate	Obtained March 2015
Kaplan University (Bachelor in Business)	Sept 2013- Present
Bermuda College (Bachelor in Business)	Sept 2007 – Dec 2011
Bermuda Insurance Institute (INS 21)	Sept 2007 – Dec 2007
Mount Saint Agnes Academy	Graduated June 2006