

Michael Mullaghy

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PERSONAL STATEMENT

Accounts assistant with 5 years' experience in finance. Currently sitting CIMA exams and after several years of working with both tenants and productions I believe the next step in my career is to work for a new company that can help with my desire to expand my knowledge of the accounting field.

EDUCATION

2010 - 2017 **St Ambrose College, Manchester**

Professional:

GCSE:

11 A*-C (incl. Math & English)

A Levels:

Mathematics - B

Economics - C

Biology - D

AAT level 4 qualified

WORK EXPERIENCE

Administrator - *June - August 2015 and June - August 2016*

Knightsbridge Insolvency Services Ltd - Thornley House, Carrington Business Park

Producing IVA documents for customers who were in personal debt, this involved mathematical (ensuring there were no mistakes in addition/subtraction of payments and accounts) and computer skills (using the company's intranet system to make sure customer records were updated etc.), also some light use of excel. Helped a significant reduction in paper usage across office by digitalizing certain tasks.

Administrator - *August 2017 to January 2018*

Society of African Missionaries - 378 Upper Brook St, Manchester

Processing cheques and cash received from donations onto an intranet system. Required attention to detail as any inconsistencies between what is put on system and what is received can result in a long correction process. Another main task was answering customer queries and resolving problems over the phone.

Accounts Assistant - *Feb 2018 to Present*

MCDA Ltd - The Sharp Project/Space Studios - Manchester

Helping with the running of accounts for a building that houses 60 creative digital businesses whilst also billing TV and film productions for stage hire/extras. Jobs included:

- Purchase and sales invoices.
- Producing/monitoring POs with customers (mainly film productions) and suppliers
- Accruals/prepayments
- Credit Control
- Bank rec
- Working with other members of the team to ensure all info I have is up to date as the site is very dynamic.

OTHER SKILLS

IT Skills - proficient in the use of all Microsoft applications and Sage 200 and ready to learn to use any I am not familiar with.

Numeracy Skills - ability to undertake numerical calculations accurately and with ease and to understand and utilise complex formulae where applicable