

Darren Dunne MAAT
Bookkeeper & Accounts Assistant

Location: xxxxxxxx
Telephone: xxxxxxxxxxxxxx
xxxxxxxxxx

Professional Skills

A naturally confident and knowledgeable individual with a strong understanding of the accounting industry.

Adept in the preparation and limited control of service offerings, management of budgets and deadlines.

Core Skills

- Bookkeeping
- Bank reconciliation
- Monthly closing
- Balance sheet
- Journal entries

Career History

Oct 2009 - Present

Nov 2015 - Present
Apr 2012 - Nov 2015
Oct 2010 - Apr 2012
Oct 2009 - Oct 2010

Overview

- Joined the company in October 2009 as a Bookkeeper & Accounts Assistant.
- Experienced in the preparation and limited control of service offerings, management of budgets and deadlines.
- Worked on a variety of projects, including the construction, and the required deadline.
- Held the position of Bookkeeper & Accounts Assistant from April 2012 to November 2015, thereafter.
- Undertaken a full range of duties, including the employment with the company.

Key Achievements

- Successfully completed the project, ensuring all other requirements were met from initial meeting to final stage to another more complex project.
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and software skills.

relationships, work on quality, and compliance supervision.

ments

expenses, payments, roll

ing work, including returns, accounts

construction,

required deadline

the 2015, thereafter

employment with the

ing to fulfil all other from initial meeting stage to another more

tion, and held required deadlines re to cloud based IMRC

re skills, handle day to turns prior to submission

Apr 2006 – Present

Company

- Undertook bookkeeping for all company accounts and
- Managing sales and ensuring accurate VAT returns

Earlier Career:

- Held a variety of roles in the complement

Qualifications

- Xero Certified
- Member of
- AAT Level 1
- AAT Level 2
- IAB Level 1
- IAB Level 2

IT/Technical

- MS Excel
- Solar Access
- VT Trans

References

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