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|  Curriculum Vitae: xxxxxxxxxxx  |

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| Personal Summary |  |
| I am a driven, ambitious and enthusiastic individual who is currently seeking a new role that utilises my experience in accountancy and finance and develops my personal and corporate taxation skills and knowledge.My hard work and determination has been reflected in my present occupation and many aspects of my working life, progressing from being an xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. During my career I have successfully combined my studies with my work and other commitments reflecting myself as a self-motivated, well organised and efficient worker under pressure.My problem solving approach is concise and geared with an inner drive to see things through to completion. I am a quick learner and who is always keen to acquire new knowledge to improve client service. My open-minded approach to work allows me to be adaptable to new situations.In brief I am a reliable, driven and hardworking individual eager to thrive and gain further experience in the field of taxation. |

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| Education and Qualifications |  |
| 2010 – 2013 | xxxxxx | xxxxx |
| 2006 – 20092003 – 20051998 – 2003 | xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx | XxxxXxxxxxxx |

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| Employment |  |
| Oct 2012 – Jun 2013**xxxxxxxxxxxxxxxxxxxxxxxxxxx***During my time at xxxxxxxxxxxxxxxxxxx I further developed my skills in the completion of personal, partnership and corporate tax returns.**My background in Accountancy and Finance, coupled with ACCA studies, has allowed me to appreciate not only the tax implications but also the accounting effects of transactions thereby improving the advice and services provided to our clients. In addition, my role involved:** *Communicating directly with HMRC where I have developed strong inter-personal skills in communication, negotiation, and problem solving;*
* *Writing and presenting technical articles on Statutory Residency Test, Auto Enrolment and changes to Enterprise Management Incentive and Entrepreneur Relief to colleagues and clients;*
* *Taking the lead in P11d project, where I was responsible for requesting, processing and submitting the P11ds for all our clients, which resulted in early submission for all clients.*

Mar 2010 – Oct 2012**xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx***During my time at xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx I established my Financial Management skills through the preparation and analysis of budgets and forecasts.**My degree in Computer Science equipped me with the ability to creatively solve unfamiliar problems, which I relied upon to create numerous Excel formulae to critically evaluate complex data for the purpose or reviewing, and analysing monthly management accounts for senior management.**I developed an Excel spreadsheet that was then implemented by my team, simplifying the analysis process and improving reporting of budgetary information to budget holders and management.*Jan 2010 – Mar 2010**xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx***Working within numerous teams required strict organisation, planning and time management. Additionally, participating in year-end tasks required the ability to work to strict deadlines and a high standard of accuracy when posting journals.* *Rigorous investigative skills were built in this role whilst successfully resolving discrepancies within the financial systems.*Jul 2009 – Feb 2010**xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx***This role highlighted my strong customer focus achieved by thoroughly satisfying student, staff and external customer queries. This also involved problem solving skills and initiative, which were demonstrated when dealing with customer complaints using tact and diplomacy.**Working at the Cashier Counter during peak times where there would be a sudden influx of customers, I was able to work well under pressure meeting customer needs in a timely manner.* Aug 2008 – Mar 2009**xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx***In this role I was responsible for the reconciliation of receipts to the bank statements, including clearing the suspense accounts, requiring strong attention to detail, rigorous investigative skills and effective communication. I achieved this by maintaining an accurate and complete auditing system.*  |

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| Hobbies and other interesting facts |  |
| My out of work hobbies include athletics training. My interests can also be reflected through my involvement within the local athletics club, as a Deputy Treasurer and also establishing the club Youth Committee who successfully set up their first athletics competition this summer.  |

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| Personal Details |  |
| Address: | **xxxxxxxxxxxxx** | Telephone:Mobile:Email: | xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx | DoB: | xxxxxxxxxxxx |