

NAME REDACTED

Mobile:+44(0)

Email: REDACTED

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RESUME Page 1 of 2

## EXECUTIVE SUMMARY

Chartered Accountant and management professional with experience in accounting and financial administration for SME companies in different sectors of the industry with the objective to drive efficiency and financial performance.

Currently, I am seeking for a position within the Finance Department, be involved in different projects, and where I can be able to apply my skills for continuous improvement.

## SKILLS AND COMPETENCIES

- Good Interpersonal and communication skills.
- Competent and Good Business Acumen.
- **Accountancy and Finance:** Chartered Accountant with knowledge and technical experience +6 years in accounting, financial reporting (GAAP, IFRS), and financial administration for a Chartered Accounting Firm, Start-ups, and SMEs companies across different sectors of the industry.
- Experience in external audit (one year) at Bernardo & Muralha, SROC., Portugal
- **IT Computer Skills:** Good working knowledge of MS Office: Word, Outlook, Power Point, Excel (pivot table, Vlookups, sumifs) and Access. Knowledge and working experience with accounting and tax software's packages, Cloud business solutions as Microsoft, Sage, Xero, QuickBooks and SAP and other ERP systems.
- **Languages Skills:** Fluent in English written and spoken, bilingual Spanish/Portuguese, and Catalan/Italian (Fair).

## WORK EXPERIENCE

### LONDON

July 2018 to April 2019 - ASSISTANT MEETINGS AND EVENTS

- Worked with cross-functional teams in prepare the meetings and events within the programmes and time management to strict deadlines to deliver an exceptional service at the special programme at [REDACTED] 500<sup>th</sup> years of Medicine Anniversary.
- Trained agency staff for events, ensured an excellent customer service.
- Ensured Standards of Hygiene, Health & Safety, and Safety Food are followed and in accordance with company policies and procedures.

COMPANY NAME - Luxury Goods & Jewellery

May 2017 to August 2017 – ASSISTANT JEWELLERY DEPARTMENT

- Worked with designers and the production team in all stages of preparation and production of the diverse portfolio of bracelets for men and women for the season 2017/2018.
- Coordinate with the team the production planned to meet the established deadlines, and always ensuring clients specifications and quality control.
- Performed the annual stock-taking of all materials of jewellery.

## WORK EXPERIENCE

### COMPANY Lisbon

January 2013 to December 2015 MANAGEMENT ACCOUNTANT AND CONSULTANT

- Responsible for the annual budget, forecasts process as required and analysis of the performance variances, and packs for the Board quarterly and year end.
- Business Management for some properties.
- Manage the fixed assets register.
- Month-end process, all bookkeeping, accounts payable, Accounts receivable, bank, payroll processing, VAT, including post accounting journals, accruals, adjustments, revaluations, and prepayments and submit Tax (VAT, NI, income tax) and other reporting obligations.
- Responsible with Balance, P & L, cashflow and management reporting for the Board.
- VAT record keeping and reporting.
- Liaise with external auditors and prepared all financial information as required quarterly and year-end for the audit process.
- Preparation of year-end of statutory accounts, financial statements, annual financial report with all statutory requirements and accounting standards, IFRS, GAAP and submission to the statutory organisations. Other ad-hoc duties and projects as required.
- As Consultant deliver professional advisory services in accounting to private clients, Start-ups, and SMEs companies.

CARMEN ESTEVEZ, LDA - Retail, Womenswear & Accessories, Lisbon

January 2006 to December 2009 – ASSISTANT DIRECTOR AND MANAGEMENT ACCOUNTANT

- Responsible for the accounting of the company and provide first-class management accounting services. Exercise Certificated Accountant functions.
- Other ad-hoc projects within Commercial Department

CONTA-NURIA, Consultoria de Gestao, Unipessoal, Ltda.

January 2001 to December 2005 – CHARTERED ACCOUNTANT AND CONSULTANT

- Manage a Portfolio of clients as accountant and being responsible for the accounting of 12 companies. Exercise Certificated Accountant functions.
- Provide consulting services on projects and advisory services in accounting/assurance to companies ranging from private clients, Start Ups to SMEs.

## EDUCATION AND PROFESSIONAL QUALIFICATIONS

- CIMA UK Chartered Institute of Management Accountants, 2018 (CA equivalent qualification) Professional Qualification, Management Level, under number 1-3DMONIZ
- UNIVERSITY INDEPENDENTE  
Master's Degree Business Administration, Graduated in July 1999, Lisbon  
CA (OTOC) and member of Ordem dos Economists Portugal, under number 9967  
University of Granada – BA Economics and Business Sciences, Spain

## OTHER INFORMATION

- EU Nationality: Spanish, right to work and live in UK
- Availability: Immediate