WREN HADDAD

wren.haddad55@example.com • linkedin.com/in/wren-haddad • Dublin, Ireland

SUMMARY OF QUALIFICATIONS

- Accountant who likes tidy ledgers and month-ends that close on time.
- Experience across 3 employers, most recently as Accountant at Holt & Co.
- Clear with non-finance colleagues.
- Known for clear communication with colleagues and for following work through to the end.

EDUCATION

University of Leeds — **Leeds**

BSc Accounting and Finance — *2014*

PROFESSIONAL EXPERIENCE

Holt & Co — **Dublin**

Accountant — *Dec 2023 – Present*

- Reconciled bank accounts and intercompany balances every month.
- Cleaned up the fixed asset register ahead of audit.
- Prepared month-end reconciliations and supported the year-end audit.
- Automated a manual reconciliation in Excel and saved two days a month.

Ledgerline Partners — **Dublin**

Assistant Accountant — *Oct 2020 – Dec 2023*

- Built a cash-flow forecast the directors reviewed weekly.
- Prepared payroll journals and checked them against reports.
- Answered budget-holder questions on spending and accruals.
- Prepared VAT returns and management accounts packs.

Ledgerline Partners — **Dublin**

Accounts Assistant — *Apr 2018 – Oct 2020*

- Supported budget holders during the annual budgeting round.
- Processed supplier invoices and payment runs for 45 suppliers.
- Chased overdue customer accounts and reduced debtor days.

INITIATIVES

Month-end checklist

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

Expense policy refresh

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

TECHNICAL SKILLS

General: Xero, Sage, Excel
Languages: English (Fluent), German (B2)

CERTIFICATIONS

- AAT Level 3
- ACCA (part qualified)

EXTRA-CURRICULAR ACTIVITIES

- Organiser of a monthly running club with around 30 members.
- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Volunteer at a local food bank twice a month.

REFERENCE

Noah Nakamura
HR Director, Holt & Co
Contact: noah@example.com