ULLA MENDES

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SUMMARY OF QUALIFICATIONS

- Accountant who likes tidy ledgers and month-ends that close on time.
- Experience across 2 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 — *2021*

PROFESSIONAL EXPERIENCE

Holt & Co — **Dublin**

Accountant — *Sept 2025 – Present*

- Reconciled bank accounts and intercompany balances every month.
- Answered budget-holder questions on spending and accruals.
- Automated a manual reconciliation in Excel and saved two days a month.
- Built a cash-flow forecast the directors reviewed weekly.

Cedar Accounting — **Dublin**

Assistant Accountant — *Sept 2024 – Aug 2025*

- Processed supplier invoices and payment runs for 47 suppliers.
- Prepared month-end reconciliations and supported the year-end audit.
- Chased overdue customer accounts and reduced debtor days.
- Prepared payroll journals and checked them against reports.

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.

RESEARCH & PUBLICATIONS

A case study of incident reviews — **2025**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

General: Xero, Sage, Excel
Languages: English (Native), Spanish (Conversational)

CERTIFICATIONS

- AAT Level 3
- ACCA (part qualified)

EXTRA-CURRICULAR ACTIVITIES

- Member of a community choir.
- Treasurer of a local sports club, keeping the accounts and membership list.

REFERENCE

Marcus Mensah
Head of Operations, Holt & Co
Contact: marcus@example.com