

CURRICULUM VITAE



Do not include a photo unless specifically requested.

PERSONAL DETAILS

Name: Joe Bloggs, B.Comm (Hons), ACCA

Address: 36 Merrion Square, Dublin 2

Telephone 087 777 7777

Email: jitteryjoe@email.com

Keep any contact emails professional.

DOB: 01/01/1971

Martial Status: Married

Spelling 'martial' instead of 'marital'.

Spelling 'Leaeving' instead of 'Leaving'.

Educational Details & Qualifications

1983 – 1988: Loreto College Dublin

Leaeving Cert

English b, Maths A, Business A, Irish C, French B, Chemistry D, Biology C

1988 – 1992: UNIVERSITY COLLEGE DUBLIN

B.Comm (Hons) Grade 2:1

1st Year: Economics, Marketing, Law, Sociology, French

No need to include each year's subjects.

2nd Year: Macro-Economics, Finance, International Business, Marketing, French

3rd Year: International Business Marketing, French

4th Year: International Business, Marketing, French

Not enough spacing.

PROFESSIONAL QUALIFICATIONS

ACCA – qualified 1996

Unexplained gaps in dates

Headings are not consistent.

CAREER HISTORY

1993 – 1994: Goldin & Goldin Accountancy Practice, Dublin 3

Different font style and size.

Title: Audit Assistant

Duties: Would assist senior auditors on audits. I would also prepare accounts to trial balance, I helped senior auditors on planning and performing small audits. Also I calculated income tax for sole traders and performed financial statements and completes small trader accounts.

1994 – 2000: Janson, West Dublin

Title: Management Accountant

Duties:

Different format from above – in bullets rather than a paragraph.

- o Sales and GP analysis with monthly Board presentations
- o Budgeting and Forecasting of the brand’s P&L
- o Corporate Reporting to European Head Office
- o Cost control (salaries, marketing campaigns and promotions) and monthly and closing procedures (rebates, accruals, etc.)
- o Sales Price Analysis of existing and new products
- o Commercial analysis of competitors

Unexplained gaps in dates

2001 – Present: Halliday Distributors

Title: Financial Controller

Duties:

Switches from 3rd person pronoun to 1st then back again.

- Joe manages the finance department of six people and also manages the IT department of two. I am responsible for reporting monthly P&L and balance sheet to strict monthly deadlines. I am also responsible for the annual budgeting and the pricing process. I help create sales programs for phasing out of old products and I manage obsolescence program and report KPIs to each department manager.
- Duties include cash planning and reporting, fixed asset reporting and evaluation, sales reporting, dealer and product probability reporting.

INTERESTS

- Reading
- Walking