#### Sep 2019 - Dec 2019

#### The Tech Sales Company, Newquay Financial Accounting Intern

#### Outline:

The Tech Sales Company is a leading international manufacturer and distributor of IT equipment including printers, laptops and desktop equipment. As a Financial Accounting Intern, I managed data input and financial administration support for the Finance Department.

#### Key Responsibilities

- Monitoring and reviewing of accounts payable and receivable ledgers.
- Performing daily, weekly and monthly bank reconciliation and VAT analysis.
- Conducting variance analysis of company performance against budgets for strategy alignment.
- Performing payroll calculations, investigating discrepancies and performing reconciliations.
- Undertaking sales margin analysis by product performance, evaluating existing budgets.
- Generating sales invoices, sending them to customers and logging them in the system.
- Sending out weekly remittance advices and chasing late payments.
- Providing payroll support and calculation of monthly sales commissions.

#### Key Achievements

- Managing the transition from QuickBooks to SageX3 with no errors or delays.
- Identifying 20% surplus in department budget that saved the company £15,000 annually.

#### Jun 2019 - Sep 2019

#### The Advertising Firm, Newquay Summer Internship

#### Outline

The Advertising Firm is a national company that specialises in creating advertising campaigns for SMEs within the retail, industrial, and hospitality sectors. As a Summer Intern I participated in the 8-week scheme, managing tangible accounting migration projects to improve their accounting procedures.

#### Jul 2017 - Sep 2018

#### The SuperMarket, Newquay Customer Assistant

#### ADDITIONAL

#### **Accounting Projects**

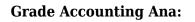
Small Business Accounting Project - Given the accounts for a small retail business, I had to perform full bank account reconciliations, variance analysis, and identify potential saving opportunities.

Sole Trader Client Project - This project provided me with the opportunity to balance multiple potential clients acting as sole traders, assisting with tax returns, expenses and calculating VAT.

Managing System Migrations - Forming part of my final project and dissertation, I reviewed how businesses can successfully transition their accounting software based on company growth and development, and proposed solutions on how to mitigate impact to daily business operations.

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**D** Keegan



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#### **Table of Contents Grade Accounting Ana**

- 1. Understanding the eBook Grade Accounting Ana
  - The Rise of Digital Reading Grade Accounting Ana
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Grade Accounting Ana
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Grade Accounting Ana
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Grade Accounting Ana
  - Personalized Recommendations
  - Grade Accounting Ana User Reviews and Ratings
  - Grade Accounting Ana and Bestseller Lists
- 5. Accessing Grade Accounting Ana Free and Paid eBooks
  - Grade Accounting Ana Public Domain eBooks
  - Grade Accounting Ana eBook Subscription Services

- Grade Accounting Ana Budget-Friendly Options
- 6. Navigating Grade Accounting Ana eBook Formats
  - ∘ ePub, PDF, MOBI, and More
  - Grade Accounting Ana Compatibility with Devices
  - Grade Accounting Ana Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Grade Accounting Ana
  - Highlighting and Note-Taking Grade Accounting Ana
  - Interactive Elements Grade Accounting Ana
- 8. Staying Engaged with Grade Accounting Ana
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Grade Accounting Ana
- 9. Balancing eBooks and Physical Books Grade Accounting Ana
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Grade Accounting Ana
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Grade Accounting Ana
  - Setting Reading Goals Grade Accounting Ana
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Grade Accounting Ana
  - Fact-Checking eBook Content of Grade Accounting Ana
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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