

Niall Kirwan

Business and Management Undergraduate - Dublin, Ireland

W: <http://www.worky.com/niall-kirwan>

Professional Experience

2010 - 2010 **JP Morgan - Hedge Fund Pricing Team**

- Priced assets across multiple portfolios
 - Use internal systems to run valuation reports
 - Checked and verified these reports before sign-off to accountants
 - Liaised with clients to resolve pricing queries and engage in price matching
 - Facilitated the migration of the pricing team to an offshore vendor
 - Trained in a new staff member in the aforementioned job role
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2009 - 2009 **Department of Justice - Clerical Officer**

- Dealt with Insurance companies in relation to motor vehicle accidents and insurance claims
 - Process requests for PSV licences including checking and validating all documentation
 - Prepared Police Certificates of Character for final signature
 - General administration including filing, typing reports, data input and telephone queries
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Key Skills Administration, claims, data, Filing, General administration, Reports, typing

2008 - 2008 **Department of Justice - Clerical Officer**

- Typed up cover letters for files to be sent out
 - Distributed mail to other Garda Stations throughout the district
 - Handling telephone enquiries
 - General Administration
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Key Skills Administration, General administration

Education and Qualifications

2011 **Bachelor/Degree - Business and Management**
D.I.T (Dublin Institute of Technology), Aungier Street
