

# Noreen Healy

Experienced accounts payable & credit controller

W: <http://www.worky.com/noreen-healy>

## **Noreen Healy's Professional Experience**

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2006 - Present

### **Divilly Fuels/Glen Transport - Accounts Administrator/Accounts Assistant**

Imputing Invoices & Credit Notes on Sage Accounts. Allocating cash to all customer accounts. Updating same and balancing cash on a daily basis. Updating customer Statements at month end. Ringing all Customers on a weekly basis in order to get accounts paid within 30 days. Taking orders over the phone and updating the drivers with same. Updating debtors accounts on a daily basis.  
Paying and reconciling Supplier statements, ensuring all dockets are signed and received, Filing and admin duties.

Key Skills

Drivers, Filing, invoices, Sage, Sage Accounts

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## **Noreen Healy's Education and Qualifications**

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### **Second Level -**

Volunteer with the local Foroige club. Volunteer with the special needs in Tuam, Galway, reading, swimming & walking.

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