

# noreenee

W: <http://www.worky.com/profile-noreenee>

I am motivated. Easily trained. Good time keeper, and a very good and responsible worker.

## Professional Experience

---

2007 - 2008

### Accounts Assistant

Errigal House Hotel, Cootehill, Co. Cavan

Position: Accounts Assistant (Maternity Leave Contract)

Duties:

Inputting of invoices and payments using Sage accounts package

Dealing with incoming calls

Typing, faxing and photocopying

Key Skills accounts assistant, invoices, Sage, Sage Accounts, typing

---

2006 - 2007

### Accounts Administrator

Ostmark Ltd., Castleblayney, Co. Monaghan

Position: Accounts Assistant (Maternity Leave Contract)

Duties:

Responsible for wages and payroll

Reception duties

Typing, photocopying and faxing of quotes

Inputting accounts using Sage package

Chasing creditors/debtors

Key Skills accounts assistant, Creditors, Payroll, Sage, typing

---

## Education and Qualifications

---

2001

### Bachelor/Degree - Business Administrations

Middlesex University

---

1997

### Higher Diploma - business

Fermanagh College, Enniskillen, Co Fermanagh

---

1994

### Certificate - Pre- Nursing

Miffit further Education and Training, Monaghan

---

1993

### second level/high school education -

Comprehensive school, St. Aidan's, Cootehill, Co Cavan

---

