

# nerodog1

Dublin, Ireland

W: <http://www.worky.com/vivienne-coyne>

Over 20 yrs experience in Accounts, Payroll, Customer Service

## nerodog1's Professional Experience

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### 1984 - 2005 **Accounts & Payroll Administrator**

- Preparation of accounts to trial balance using the Kerridge Integrated Accounts System. My role required handling large volumes of Debtors and Creditors as well as generation of reports and accounts for management.
- Effective inter-departmental liaison to ensure a smooth communication flow and to prevent overlap.
- Liaising with the Auditor on all matters relating to the audited accounts for the companies.
- Preparation and submission of bi-monthly VAT Returns.
- Reconciliation of bank accounts for all companies on a monthly basis.
- Training, supervision and motivation of Payroll and Administrative staff members.

Key Skills A, Accounts, Payroll , Auditor, communication, Creditors, Inter, Liaison, Management, Preparation of accounts, Reconciliation, Reports, supervision, Training, Vat, vat returns

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## nerodog1's Education and Qualifications

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### 2011 **Diploma - Distinction**

#### **Pitman training, Clondalkin, Dublin 22**

Medical Terminology  
Medical Audio Transcription  
Typing 50wpm

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### **Diploma - Business Procedures & Accounts**

#### **Rosse College**

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## nerodog1's Additional Information

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### **Awards**

Medical Secretary Diploma

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