



RITA RENAUDI

I am a qualified accountant with a Diploma in Accounting and almost thirty years of work experience in bookkeeping and admin. An independent, hard worker with superb communication skills and IT experienced.

After a long occupation in a construction company in Italy, where I oversaw all the aspects of accounting and financial activities -from data entry to financial statements analysis-, I moved to UK in early 2017 to progress my career and broaden my perspectives. I immediately started working for a London-based fashion house, as responsible for all the financial transactions, including invoicing, accounts payable and receivable, credit control, VAT returns, month-end and year-end accounts, and at the same time I have attended the AAT course to support my knowledge and learn about the local rules and laws.

KEY SKILLS

- Knowledge of key accounting principles and procedures
- Excellent organisational and planning skills
- Accurate data analysis
- Attention to details
- Problem solving
- Team player
- Management software in UK: QuickBooks, Xero, TASBooks & Sage 50
- Management software in Italy: TeamSystem, Profis (Sistemi) & Buffetti
- MS Office: Word, Excel, Outlook, Power Point

EDUCATION

- *VIII Commercial Technical Institute*, Napoli, It. - Diploma in Accounting, 1990
- AAT part-qualified (UK), 2018

WORK EXPERIENCE

UK

As **Finance Officer** at *Matinée Multilingual*, Reading (2 years)

- Invoicing customers and recording suppliers' bills
- All the transactions for AP & AR
- Credit collection & Risk Assessment on new companies
- Suppliers' bills payments (by BACS, PayPal, Cheques)
- Performing accounts and bank reconciliations
- Posting cash book and journal entries
- Maintaining nominal and subsidiary ledgers
- Process month-end financial reporting
- Petty Cash

As **Financial Accountant** at *LUKTS Ltd.* – Angelo Galasso London House (2 years and half)

- Recorded customers' and suppliers' invoices
- Managed and record AP and AR
- Performed accounts and bank reconciliations
- Posted cash book and journal entries
- Maintained nominal and subsidiary ledgers
- Prepared month-end and year-end accounts (including accruals, prepayments, depreciations, etc.)
- Produced and transmit quarterly VAT returns
- Produced and analyse a variety of financial reports
- Prepared income and expense forecasts

ITALY

As **Head of Accounting and Office Manager** at *Vecchione & Figli Srl*, Napoli, Italy (Nov/1992 to Jan/2017)

- Controlled all aspects of corporate accounting and financial reporting activity
- Provided financial, commercial and strategic support to the business
- Preparation of management accounts and budgets on monthly bases
- Prepared income and expense forecasts
- Produced monthly VAT returns and year-end accounts
- Managed relationship with Tax Advisor
- Managed E-banking and performed bank reconciliations
- Recorded customers and suppliers invoices
- Processed receipts and payments
- Posted journal entries and maintained general ledgers
- Payroll processing

As **Assistant Accountant/Trainee** at *Studio Dr. Pillo Raffaele*, Napoli, It. (Oct/1990 to Oct/1992)

- Maintained financial records for Practice customers
 - Issued financial statements as and when required
 - Produced VAT Returns and Income Statements
 - Performed administrative duties
 - Assisted in payroll processing
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