



RECRUITMENT

SAMPLE CURRICULUM VITAE

Personal Details

Name: John Doe

Address: 123 Main Street, Co Dublin

Telephone: 081 -1234567

Email: jdoe@gmail.com

LinkedIn: <http://www.linkedin.com/pub/johndoe>

Career Overview

- Qualified Accountant (ACCA) with over 10 years post-qualification experience
- Experience of working with both Multi-national companies (ie Dell & Microsoft) as well as very large Irish companies (ie Mike Murphy Ltd)
- Experience of managing Shared Service Centre Finance Teams and Central Finance Teams for multi-currency legal entities across 9 European countries
- Extensive experience of preparation & presentation of the monthly and quarterly Financial/General Ledger Reporting requirements for a number of legal entities

Career Achievements

- In the first 3 months of 2004, I was involved in reviewing all our suppliers and conducting a 'value for-money' audit on each of them. As a result of this audit, we reduced our primary suppliers by 40% (from 10 to 6) and achieved an immediate annualised cost saving of 7% (i.e. €80,000).
- For the last 2 months of 2007, I completed a company-wide review of all building projects within the company. Based on this review, the decision was taken to finish 3 projects and 'moth-ball' the remainder. This decision has resulted in the company maintaining its liquidity and potentially benefitting for any future upswing in the housing market in the next number of years.

Career to Date

Nov'07 - Date ABC Ltd, Grafton Street, Dublin 2

ABC Ltd is a multi-million Euro€ company, with 2 retail operations throughout Dublin (branded as 'Buy ABC'). It is the sole wholesale distributor for Honda bicycles in the island of Ireland and operates in the wholesale and retail bicycle and outdoor products business.

Position Group Financial Controller, reporting to the Managing Director

Achievements

- For the last 2 months of 2007, I completed a company-wide review of all building projects within the company. Based on this review, the decision was taken to finish 3 projects and 'moth-ball' the remainder. This decision has resulted in the company maintaining its liquidity and potentially benefitting for any future upswing in the housing market in the next number of years.



RECRUITMENT

- During the last 4 months of 2005, I was responsible for the transitioning of four business operations, previously part of a joint venture operation, onto our Great Plains IT System. This transition was completed within the agreed time-frame and we now receive financial information within 4 days of month-end, whereas it had been 13 days previously.
- In the first 3 months of 2004, I was involved in reviewing all our suppliers and conducting a 'value-for-money' audit on each of them. As a result of this audit, we reduced our primary suppliers by 40% (from 10 to 6) and achieved an immediate annualised cost saving of 7% (i.e. €80,000).

Overview of Responsibilities

The newly created position of Group Financial Controller was a contract to oversee the final stages of the merger and lead in to the bedding down of the companies' financial structures and three year plans.

Responsibilities

- Financial / Management Reporting
- Completion of
- Preparation of
- Responsible for
- Review of
- Supervision of
- Management of

Budgets / Forecasts

System Upgrades/Weekly Reports

Projects

Other

Insert previous employments here (along the lines of above) with more limited details on responsibilities but outlining any Achievements that you may have

Education

School:	St. Michael's College, Offaly	1982 - 1987
Certificate:	Leaving Certificate	1987
University:	University College Galway	1987 - 1991 (Full time)
Degree:	Bachelor of Commerce 2.1 Honours	1991

Interests / Achievements

- Member of Churchtown Golf Club
- I also enjoy hill walking, travelling, orienteering and basketball.