

Curriculum vitae

Personal details

Name	Mary O'Reilly
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Personal Profile

Ambitious and detail-orientated trainee bookkeeper with a strong foundation in accounting principles and financial record-keeping. Proficient in Microsoft Excel and familiar with Xero and Sage accounting software. Demonstrates excellent organisational and problem-solving skills, with a keen interest in developing a career in bookkeeping. Eager to gain practical experience and contribute to a dynamic finance team.

Skills

- Double-entry bookkeeping and financial record maintenance
- Accounts payable and receivable support
- VAT returns and basic payroll administration
- Proficiency in Xero, QuickBooks, Sage, and Microsoft Excel
- Strong attention to detail, accuracy, and organisational skills
- Effective communication and teamwork

Work Experience

Finance Placement / Academic Projects, University of London | 2024–2025

Assisted with preparing sample accounts, recording transactions, reconciling bank statements, and producing financial reports as part of university coursework and a short-term placement. Supported the finance team with data entry, organisation of records, and basic bookkeeping tasks.

- Improved the accuracy of sample accounts and reports through careful double-entry bookkeeping.
- Practised using Xero and Excel to reconcile financial data, demonstrating strong attention to detail and organisational skills.

Administrative Assistant (Part-Time), Local Business | 2022–2024

Performed general office administration, including managing invoices, entering financial data, and assisting with basic bookkeeping processes. Maintained organised records and supported the small business owner in day-to-day financial tasks.

- Streamlined invoice processing and record-keeping, reducing errors and improving efficiency.
- Assisted with monthly reconciliations, gaining practical experience in financial tracking and reporting.

Education

BA (Hons) Accounting and Finance, University of London, London, UK, 2025