

KEVIN NESTOR

KNOCK RD, BALLYHAUNIS Co.MAYO +353 (0) 87 2172831

knes.nestor@gmail.com

PROFILE

Highly organised, goal-directed, results-orientated professional with a natural enthusiasm and an innate ability to relate to people. Self motivated with high energy, initiative and focus.

EMPLOYMENT HISTORY

JUNE 2016 TO SEPTEMBER: MORAN & RYAN SOLICITORS (INTERNSHIP)

EXPERIENCE INCLUDED:

- Drafting probate documentation including administrator oaths, declaration of renunciation, letters to bank etc.;
- Preparing briefs to counsel for Commercial and Circuit Court cases;
- Drafting documentation including separation agreements, powers of attorney, deed poll for change of name, declaration of service etc.
- Conducting Registry of Deeds and Land Registry searches;
- Filing documentation at the Central Office;
- Attending the Property Registration Authority, Licencing Office and Probate Office in respect of various queries;
- Attending client meetings and meetings with counsel;
- Attending settlement meeting;
- Scheduling and closing files;
- Arranging for documents to be sworn; and
- Administrative duties including post collection, telephone, scanning etc.

MAY 2015 TO JUNE 2015: AMOSS SOLICITORS (INTERNSHIP)

EXPERIENCE INCLUDED:

- Scheduling title deeds and security documentation;
- Filing documentation at the Central Office;
- Researching the new Companies Act 2014 and preparing legal alerts in respect thereof; and
- Attending the Court of Appeal, the Masters Court and the County Registrars Office.

MAY 2014 TO JANUARY 2015: JPA BRENSON & LAWLOR

EXPERIENCE INCLUDED:

- Preparing and filing tax returns including Income Tax, Corporation Tax and VAT;
- Applying for Tax clearance certificates;
- Preparing PAYE/PRSI details and submission of P35s;
- Drafting letters and invoices; and
- Various correspondence with Revenue

JUNE 2013 TO MAY 2014: NESTOR & Co FINANCIAL SERVICES

EXPERIENCE INCLUDED:

- Preparing client financial statements and submission of relevant returns;
- Preparing tax computations including Income tax, Corporation tax, CGT;

- Preparing and filing client VAT returns;
- Researching and preparing an R & D tax credit claim; and
- Researching Employment Investment Incentive (BES) for clients for completion of the relevant returns.

EDUCATION

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| 2016 | • Four FE1 Examinations (Company,Criminal,Contract,Equity) |
| 2013-2014 | • Association of Irish Tax Institute (Part 1 examinations) |
| 2009-2013 | • B.A Science, Trinity College Dublin (Human Genetics) |
| 2007-2008 | • Yeats College Galway (Leaving Certificate: 540 points) |
| 2003-2007 | • Ballyhaunis Community School |

SKILLS

Excellent interpersonal & organisational skills, team player, works well to deadlines, excellent multi-tasking skills.

I.T skills include Microsoft Excel, Word, Outlook, Sage, Courtbase, Keyhouse, Theasaurus Payroll, Ros.

INTERESTS & ACHIEVEMENTS

GAA, soccer, rugby, overall sports enthusiast. I have been a member of the GAA from an early age and continue to play with my local club at a competitive level.

REFERENCES

Referees available on request.