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# PAUL FARRELL

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## OBJECTIVE

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I am looking to gain experience in a fast-paced, motivated, energetic work environment. I want a challenging, rewarding role.

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## SKILLS

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MS Word & Excel

Problem Solving

Teamwork & Leadership

Oral and Written Communication

Multitasking

Project Management

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## WORK EXPERIENCE

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### ACCOUNTS EXECUTIVE | MCCANN FITZGERALD

January 2018 – Present

Key responsibilities of this role involve administering the accounts payable and receivable functions of the company, including posting of incoming and outgoing payments to accounting system.

Responsibility for time accounting involving transfer of fee earners recorded time between matters, writing off and amending time as necessary for billing purposes and financial management.

Preparation, adjusting and issuing bills of costs to clients.

Various financial reporting duties in order to manage accounts, reconcile the bank and ensure auditory/regulatory compliance.

Manage petty cash for the entire firm and maintaining appropriate financial records.

### ACCOUNTS ADMINISTRATOR | CIÉ (CÓRAS IOMPAIR ÉIREANN) GROUP SOLICITORS

January 2017 – January 2018

Key responsibilities of this role are to process all client payments, invoices, lodgements and all expenses received into the department. Monitored multiple databases to track all department payments. Organised and coded all documents related to purchase orders.

Strong ability to work on own initiative and proficiency in multi-tasking and prioritizing work is essential in this role in order to meet tight deadlines.

Must be extremely organised and careful record-keeping is vital for audit compliance.

Developed strong communication and interpersonal skills to solve any potential issues or queries that arise.

Responsible for weekly and monthly reporting of legal costs and finances to be shared with CIÉ and its subsidiary companies.

Developed strong proficiency in use of Microsoft Office Suite and SAP.

### CUSTOMER SERVICE ASSISTANT | VUE ENTERTAINMENT

May 2015 - February 2017

Responsible for general upkeep and appearance of the premises, advising customers on a wide range of products, arranging delivery of stock to and from the store and training in new staff.

Experienced with working under pressure and delivering fast, friendly,

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## REFERENCES

Geraldine Kriegel, Head  
Administration Executive, CIE.  
geraldine.kriegel@cie.ie  
Phone: (01) 703 1535

Mary Nolan, Director of Finance,  
McCann FitzGerald.  
Phone: (01) 607 1208  
mary.nolan@mccannfitzgerald.com  
Others available upon request

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## ABOUT ME

D.O.B. 1<sup>st</sup> of June 1995  
Currently residing in Dublin, Ireland  
Hobbies: International Travel, Music,  
Books, Film  
Confident, versatile, hardworking  
and resourceful

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## WHY ME?

Organized and Efficient  
Critical Thinker  
Logical and Analytical  
Team Player  
Excellent Communicator  
Problem Solver  
Ambitious

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excellent customer service.

Skilled at solving customer based issues and working both as part of a team and on my own. Strong communication skills are vital in this role to deliver a satisfying customer experience.

Business-focused mind, salesmanship and a determination to meet goals and targets in order to succeed. Consistently attained weekly sales targets, advertised new releases and marketed best value sales packages.

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## EDUCATION

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### **BACHELOR'S DEGREE OF CIVIL LAW (BCL) | 2013-2016**

Maynooth University

Graduated with a Bachelor's of Honours Degree in Civil Law (2:1).

Coursework included all FEI and King's Inn essential areas of Law as well as in social and cultural anthropology with an emphasis on ethnographic study.

Degree course focused on careful examination of information, attention to detail, critical thinking and development of strong skills in written and oral expression.

Emphasis on professional and personal development with a focus on independent and group learning. Became active member of several student clubs & societies on MU campus.

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### **LEAVING CERTIFICATE | 2013**

Moyle Park College

Achieved 445 points in the Leaving Certificate

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## ADDITIONAL EXPERIENCE/DEVELOPMENT/TRAINING

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Volunteer occasionally as a fundraiser/helper for the Irish Cancer Society & SVDP

Train as part of a team completing the Darkness Into Light Run  
Successfully completed seven module ECDL Course.

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