

## Education and Qualifications

<b>GCSE</b>	<b>Accounting</b>	<b>Insolvency</b>
Business Studies (A)	AAT Level 2	CPI
Maths (B)	AAT Level 3	
English Lit & Lang (B/B)	AAT Level 4	

## Work Experience

### **Insolvency Technician (March 2017 to November 2020)**

As an Insolvency Technician, my role was essentially to assist case administrators with their workloads. This included tasks such as, but not limited to, completing VAT returns, drafting letters and emails, communicating with a large array of stakeholders and undertaking detailed reviews of the company's records. I was also expected to organize my own workload and ensure that deadlines for several administrators were consistently met.

### **Insolvency Administrator (November 2020 to Present)**

I am responsible for progressing my own cases as well as taking on significant roles as part of a wider team on larger cases. My main duties are:

- Working with case managers to provide support on engagements both pre and post appointment.
- Leading the investigations on both personal and corporate appointments.
- Producing correspondence, file notes, schedules and reports to a high standard.
- Interacting closely with individuals in and outside of the firm. As well as building business relations with agents and potential work providers.
- Travelling across the country to attend site both with a team and alone. This also includes staying away for several nights independently.
- Liaising with creditors and employees on a regular basis to explain the process, assist with claims and provide projections for potential dividends. This is always done in a clear concise manor to ensure understanding and avoid misinterpretation.

## Extracurricular Activities

I have a big interest in travelling and hope that by being in the Cayman Islands, I will have the opportunity to visit the surrounding countries. As well as travelling, I also enjoy learning about different cultures and most importantly, learning how to cook their food.

Outside of work I am mostly seeing friends, going to the gym and watching sports (with the intention of getting back into rugby). I am aware that the Cayman Islands will offer plenty of activities (such as playing rugby) and the opportunity to build new friendships.

As addressed in my cover letter, myself and friends from Mazars and BHW Solicitors founded a networking group aimed at bringing together professionals working in the finance sector from across the East Midlands. It would be my intention to start a new group or join established networking groups in the Cayman Islands to building my own network and strengthen that of FFP's.