

MICHAEL PECK

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Michael.robert.peck@hotmail.com

SKILLS

- Client relationship management, both domestic and international.
- Producing clear and concise financial statements for analysis.
- Excellent coordination and communication skills.
- Proficient in QuickBooks.
- Advanced bookkeeping skills.
- Experienced data entry.
- Working to tight deadlines.
- Microsoft Office programs such as Excel, Word and PowerPoint and CRM systems.
- Member of RISA and INSOL International

PROFESSIONAL EXPERIENCE

JULY 2023 – CURRENT

SENIOR ADMINISTRATOR, R&H RESTRUCTURING (CAYMAN) LTD.

- Generating reports to creditors, the court and various stakeholders providing updates on insolvency Engagements.
- Assisting in the completion of various insolvency appointments including Voluntary Liquidations, Official Liquidations (court appointed), Provisional Liquidators and Receiverships.
- Assisting with creditor claims, filing of Proof of Debts and creditor claim adjudication.
- Overseeing liquidation bank accounts, performing internal and external transactions.
- Attending to cross-border insolvency appointments, with joint appointments in Hong Kong and Bermuda.
- Assisting in the asset realization and distributions to creditors.

OCT 2021 – JULY 2023

ADMINISTRATOR, R&H RESTRUCTURING (CAYMAN) LTD.

- Providing support to Insolvency Practitioners and support staff.
- Drafting appointment documents for various forms of liquidation under the Companies Winding Up Rules (2023 Consolidation) in the Cayman Islands.
- Completion of quarterly billing for various insolvency engagements.
- Maintain accurate records of bank statements and correspondence received from stakeholders.
- Organizing internal and external meetings through Microsoft Teams and Zoom.
- Prepare the delivery of affidavits and sworn documents to service providers.

JAN 2019 – JULY 2021

SERVICE MANAGER, OASIS POOL & SPA

MAY 2018 – JAN 2019

ASSISTANT SERVICE MANAGER, OASIS POOL & SPA

SEPT 2017 – MAY 2018

SALES REPRESENTATIVE, OASIS POOL & SPA

EDUCATION

SEPTEMBER 2014 - JUNE 2017

BSC (HONS) BUSINESS STUDIES AND GEOGRAPHY, CANTERBURY CHRIST CHURCH UNIVERSITY, UK

SEPTEMBER 2012 - JUNE 2014

A-LEVELS IN BUSINESS STUDIES AND GEOGRAPHY, ST IGNATIUS CATHOLIC SCHOOL, GRAND CAYMAN

SEPTEMBER 2010 - JUNE 2012

8 IGCSEs, ST IGNATIUS CATHOLIC SCHOOL, GRAND CAYMAN

HOBBIES

CAYMAN RUGBY FOOTBALL CLUB

- **INTERNATIONAL RUGBY 7'S PLAYER FOR THE CAYMAN ISLANDS, COMPETED IN THE CENTRAL AMERICAN AND CARIBBEAN GAMES IN 2023.**
- **MEMBER OF THE LOCAL RUGBY CLUB FOR 15+ YEARS.**
- **CAPTAINING U14, U16 & U19 NATIONAL TEAM.**
- **CURRENT MEMBER OF THE BUCCANEERS RFC, ASHLEY FURNITURE 7'S TEAM.**

References available upon request