

Robert Knight

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Summary

I am currently 25 years old. I am a hard working, enthusiastic and reliable individual with experience and abilities of working both independently and as part of a team. I perform well under the pressures of reaching daily deadlines and goals and am very meticulous in doing so. I have proven to be conscientious as evidenced by my commitment to ensuring my work assignments are completed in a timely fashion. I have four and a half years of experience in the insolvency industry and relish taking on new challenges.

I previously worked for a large UK insolvency firm and now currently work for a boutique insolvency company. I have developed a varied base of contacts, particularly in industries of financial services provision, with experience in insolvency-related engagements around the UK.

I recently passed my CPI examination first time which I sat at the end of November 2019. Since this achievement, I have applied new knowledge to my day-to-day work and have expressed my interest in sitting the JIEB examination.

Skills

- Efficient team-worker
- Capable of task delegation
- Exceptional organisation
- Effective time management and punctuality
- Works well under pressure
- Self-motivated
- Desire to learn and can do so quickly
- Uses initiative
- Methodical, conscientious and good attention to detail
- Good computer skills, including being trained in the use of IPS software

Education – up to June 2015

New Hall School (Boreham, Essex), A-Level

Mathematics	A
Economics	A
Physics	B
Latin (AS-Level)	B

Brentwood School (Brentwood, Essex), GCSE

Latin	A*
Mathematics	A*
Spanish	A*
Physics	A
Biology	A
Chemistry	A
Business Studies	A
English Literature	A
English language	B
R.E.	B
I.T.	B

Work History

CMB Partners UK Limited (London), Senior Administrator

December 2019 – Present

Since joining CMB Partners, I have been responsible for administering a variety of creditors' voluntary liquidations, members' voluntary liquidations, administrations, compulsory liquidations, individual voluntary arrangements and bankruptcies.

Basic case responsibilities (December 2019 – Present)

- Assuming responsibility for all case matters and ensuring all necessary matters are dealt with time-efficiently;
- Dealing with all necessary pre-appointment and post-appointment case requirements on a variety of solvent and insolvent engagements;
- Preparing and issuing CDDA reports, creditor reports and committee reports in good time;
- Undertaking appropriate investigations and asset-tracing, and corresponding with solicitors/barristers;
- Attending physical and virtual meetings, including appropriate reporting at such;
- Undertaking claim adjudication and arranging dividend payments to creditors;
- Undertaking case reviews, identifying outstanding matters and case progression;
- Drafting of various statutory reports, including IVA proposals, Administrators' proposals and annual reports.

Whilst in employment at CMB Partners, I have used this opportunity to broaden my insolvency knowledge and engage with a wider variety of individuals in the industry. During my time at the firm, I have been assigned 38 cases for which I have sole responsibility of on a day to day basis. I have been assigned a further 12 cases to assist with which form part of a web of inter-connected companies and are part of an alleged multi-million pound fraud. I have worked closely with experienced members of CMB Partners on these matters.

Begbies Traynor (Southend), Senior Administrator

September 2015 – November 2019

During my employment with Begbies Traynor, I was allocated responsibilities for administering a variety of cases consisting of creditors' voluntary liquidations, members' voluntary liquidations, compulsory liquidations, company voluntary arrangements, individual voluntary arrangements and administrations.

Basic case responsibilities (during initial three months)

- Logging and admitting creditor claims;
- Providing responses to creditor correspondence;
- Preparing engagement packs and organising case filing and electronic information;
- Completing and submitting VAT and Corporation Tax Returns.

Basic case responsibilities (December 2015 – November 2019)

- Dealing with all necessary pre-appointment case requirements including director meetings and information gathering;
- Attending site visits and dealing with dismissal of employees via redundancy process;
- Dealing with all necessary post-appointment matters, including case closure;
- Preparing and issuing CDDA reports, creditor reports and committee reports in good time;
- Undertaking appropriate investigations and identifying antecedent transactions;
- Attending to litigation-related work including corresponding with solicitors/barristers;
- Managing a high volume of phone calls and email enquiries from creditors;
- Organising and attending meetings, including compiling necessary documents and reports;
- Undertaking claim adjudication and arranging returns/dividend payments to secured, preferential and unsecured creditors;
- Undertaking case reviews, identifying outstanding matters and case progression;
- Preparing case strategies and delegating tasks.

Since December 2015, I have excelled in case administration, managing insolvency procedures for a variety of SMEs, and I consistently gained new insolvency knowledge. During my period of employment at the firm, Begbies Traynor was the largest insolvency firm in the UK in terms of volume of appointments, which the Southend office contributed to significantly. I was entrusted with managing over 100 insolvency cases at a time; not only being the highest case load out of all other administrators in my office, but also consisting of many of the more complex cases.

Responsibility was also assigned to me for directly training a junior administrator with minimal prior insolvency case experience, as well as overseeing/managing their own case load of 21 cases.

Other case specific responsibilities during my insolvency career

- Liaising and dealing with a variety of clients and third parties, including solicitors, barristers, accountants, banks managers, litigation funders, investigators, chattel agents, debt collectors, insolvency practitioners and directors;
- Negotiating and dealing with settlement agreements and asset purchase agreements;
- Requesting, convening and attending creditor meetings pursuant to the new insolvency rules;
- Applications pursuant to s236 IA1986;
- Bankers trust and 'Norwich Pharmacal' applications;
- 'Berkeley Applegate' applications for dealing with trust assets;
- Identifying and pursuing overdrawn director loan accounts;
- Pursuing a variety of claims for misfeasance, wrongful trading, fraudulent trading, unlawful dividends and transfers at undervalue;
- Formal interviews of directors and third parties;
- Tracing assets abroad;
- Conducting investigations alongside and working with HMRC, the FCA and the Police;
- Dealing with company restorations;
- Pursuing book debts and retentions;
- Investigating tax avoidance schemes;
- Extensive investigatory work and progressing litigation;
- Court applications to fix remuneration bases;
- Being nominated IPS specialist for the office assuming responsibility for dealing with software queries.

Notable Cases

Multi-million pound investment fraud

I was assigned responsibilities in overseeing a variety of tasks for several companies, all of which were inter-connected, and formed part of an alleged investment fraud which resulted in £200m+ being lost by members of the public. Matters remain ongoing and, due to confidentiality reasons, I am restricted with divulging further case-specific information.

Responsibilities included:

- Dealing with pre-appointment and post-appointment tasks for various insolvency procedures, including liaising with external IP firms;
- Dealing with day-to-day case administration and compliance matters;
- Management of and reporting to a creditors' committee, including arranging/attending meetings;
- Preparation of reports to creditors/committee and Administrators' proposals;
- Assisting with investigations of company scheme and assessing the level of inter-company transactions;
- Attending regular meetings with solicitors and dealing with work for various court hearings and applications;
- Dealing with reports to appropriate authorities.

Bond miss-selling fraud

I was assigned as lead case manager for a liquidation involving an alleged fraud with members of the public falling victim. With total liabilities just in excess of £3m, successful recoveries amounted to over £1.3million.

Responsibilities included:

- Dealing with all pre-appointment matters including liaising with the FCA, preparing the report on the Company's financial position and arranging/attending meeting of creditors;
- Dealing with all case administration and compliance matters;
- Management of a creditor base of c.90 members of the public and addressing all queries;
- Management of a liquidation committee and arranging/attending meetings;
- Preparation of all reports to creditors/committee;
- Rigorous investigations of the company's scheme, the involvement of connected companies and conduct of directors/shadow directors/third parties, including assistance at formal interviews;
- Preparing points of claim with solicitors, protracted litigation and negotiating settlements;
- Dealing with reports to appropriate authorities;
- Preparing S236 applications and obtaining 'Berkeley Applegate' and banker's trust orders.

Property investment fraud

Whilst working alongside an external IP on a joint liquidation, I was assigned as lead case administrator for a liquidation involving an alleged property investment fraud.

Responsibilities included:

- Management of a creditor base of c. 550 members of the public;
- Taking and dealing with phone calls from all creditors, with minimal assistance from colleagues, and addressing all queries;
- Dealing with all incoming postal and email correspondence and responding appropriately;
- Attending initial creditors' meeting and subsequent committee meetings while liaising with external IP.

Investigation of Insurance Underwriting firm

I was assigned as case administrator to assist with the liquidation of a firm that provided insurance underwriting services.

Responsibilities included:

- Conversion from administration to creditors' voluntary liquidation;
- Conducting rigorous investigations and liaising with solicitors;
- Corresponding with HMRC, the FCA and office holders of foreign insurance firm.

Unlawful drawings from estate agency firm

I was assigned as lead case administrator for the liquidation of an estate agency firm. My investigations identified an overdrawn director's loan account and unlawful drawings had occurred, largely to the detriment of HMRC. Successful litigation resulted in substantial recoveries with a total creditor dividend of 70 pence in the £ being paid.

Responsibilities included:

- Investigations to identify director's drawings;
- Compiling of evidence and liaising with solicitors to bring claims;
- Liaising with HMRC investigation department.

Part-time employment

Alec's Restaurant (Navestock, Essex)

July 2012 – July 2013

- Frequently worked weekends, both afternoons and evenings, during education;
- Carried out cleaning up duties and provided kitchen assistance;
- Maintained high standards of cleanliness;
- Followed health and safety protocol.

Work Experience

Bibby Financial Services (Leicester)

July 2014

I attended one week's work experience with a leading financial services and corporate finance provider. I shadowed numerous members of staff in a variety of departments learning processes of factoring, invoice discounting and asset financing.

Winterhill Largo (Tottenham Court Road, London)

July 2012

I attended one week's work experience with Winterhill Largo, a property and asset valuation company. I assisted in carrying out desktop research to determine valuations for a range of assets. I also participated in site visits to assist with 'drive-by' property valuations and learning how the course of their business is conducted.

Generator Group (Liverpool Street)

June 2011

I attended one week's work experience with property consultants Generator Group. During this time I shadowed various members of staff and provided office admin assistance.

Personal life

- Avid football fan and follower of Arsenal FC
- Member of Old Brentwoods society and football team player
- Gym, running and fitness enthusiast
- Occasional golfer