

ANDREAS MICHAEL

Personal Information & Profile

- Marital Status: Single
- Nationality: Greek-Cypriot
- Date of Birth: 26/11/1966
- Charismatic, versatile, performance-driven individual who enjoys a challenge and prospers while taking on responsibility. Resourceful, with a healthy impatience, hard working, motivated and with an in-depth understanding of people, their characters and what motivates them. I am a quick learner as it comes to new technology, combining it with my entrepreneurial spirit and knowledge of international theories.

15/07/2019-Present LGA&F Legal and Financial Consultants Nicosia

(Accountant)

15/01/2019-30/04/2019 M.I.Electronics Trading Ltd Nicosia, Cyprus

Company terminated its operations.

(Accountant)

Experience

17/10/1997-13/10/2017 Logosnet Services Ltd Nicosia, Cyprus
(Chief Accountant)

- Overall supervision of Accounts Dept
- Creation of all accountant work and preparation of financial statements & management of accounts. The analysis and proposition of the relevant actions required for the above.
- Preparation of Budgets.
- The preparation and analysis of additional reports requested including monthly income analysis reports, income graphs and comparative reports.
- Management of the company's cash flow.
- Checking and settlement of supplier's invoices.
- Checking and preparation of fixed assets reports.
- Management of all Bank accounts.
- Arrangement of the department's working procedures.
- Preparation of the company's monthly payroll.

- Management of reports & follow ups with Bank of Cyprus Factors and relevant actions required according to debtor balances.
- Preparation of the end of the month cheques , rents etc.

1/9/1988-1/1/1993 Holy Archbishopric of Cyprus Nicosia, Cyprus
(semi senior auditor) Audit Department

- Preparation of Audit Programs.
- Internal Auditor – Responsible, in collaboration with the rest of the Audit team, for the Interim and the Final Audit of the Holy Archbishopric of Cyprus and the entire metropolis.
- Preparation of Financial Statements and Management Accounts of the above.

1/1/1993-17/10/1997 Radio T.V o Logos Nicosia, Cyprus
(Accountant)

- Responsible of all debtors and the relevant actions required according to this position. (Invoicing, Collections)
- Preparation of relevant reports according the above.
- Meetings with the Marketing Department.
- Checking all agreements prepared by the Marketing Department concerning advertisements and debtors.
- Preparation of deposits.
- Payments from petty cash.
- Management of all Bank accounts and preparation of bank reconciliations.

Certifications/

LCC Acct Higher

Training

Excel, Word, Lotus, GCE O'level English language grade B'

Pitmans Examinations Institute

Professional
Qualifications

- Member of Association of Accounting Technicians
- Partly Qualified Accountant (Level 1 and Level 2 except one subject Auditing uncompleted)

Software

- Cycom Acct under windows
- Powersoft 365
- Logisoft

- Sage 50
- Excel
- Word

Operating Systems ■ Microsoft Office

Education • Kykkos A Gymnasium 18 4/14 Nicosia, Cyprus

Hobbies - Interests • Reading Scientific Magazines
 ■ Theatre, Cinema
 ■ Team Sports (Volley ball)
 ■ Travelling