

RESUME

Astrid Honnor

5 Hixson Court

Mermaid Waters

Mob: 0477681544

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Bio: I am honest, reliable and have a good work ethic. I have worked in the corporate world before moving to TV and Film Productions. I have a high attention to detail and love what I do.

EMPLOYMENT HISTORY

Troppo Production Services S2 Pty Ltd (Troppo Season 2)

2nd Assistant Accountant

06/07/2023 to 29/09/2023

Duties:

- Accounts Payable
- Petty Cash/Fuel Auditing

LAB Productions (LaBrea S3)

2nd Assistant Accountant

20/02/2023 to 05/07/2023

Duties:

- Accounts Payable

TCS Productions 2 Australia P/L (Kingdom of the Planet of the Apes)

2nd Assistant Accountant

Dates 04/10/2022 to 16/02/2023

Duties:

- Petty Cash/Fuel Auditing
- Data Entry - digital uploads
- Accounts Payable

Go With The Flow Productions (Wizards)

1st Assistant Accountant & Petty Cash

Dates: 26/04/2022 to 30/09/2022

Duties Included:

- Petty Cash & Fuel Auditing
- Data entry – digital uploads
- Digital Filing
- Bank Reconciliation
- Balance Sheet reconciliations
- Upload Payments to Bank
- Mentoring & training accounts clerk attachment
- Checking QAPE coding
- Posting Purchase Orders
- Assisting Accounts Payable
- Assisting payroll

Gatto Productions (Ticket to Paradise)

2nd Assistant Accountant Petty Cash

Dates: 13/09/2021 to 31/03/2022

Duties Included:

- Petty Cash/Fuel Auditing
- Data entry – digital uploads
- Digital Filing

Stargirl Productions (True Spirit)

2nd Assistant Accountant Petty Cash

Dates: 14/4/2021 to 10/09/2021

Duties Included:

- Petty cash & Fuel Auditing
- Data Entry

- Payments
- Distribution Changes
- Bank Reconciliation
- Assist Accounts Payable

Hoodlum Productions (The Wilds S2)

Assistant Accountant

Dates: 24/02/2021 to 13/4/2021

Duties Included:

- Petty cash auditing
- Petty cash data entry
- Accounts Payable

REFERENCES:

Tracey Hill

Mob: 0487 762 660

Ida Cundari

Mob: 0422 113 805

Niall Connon-Jackson

Mob: 0450 617 634