

# TRINITY DAMAST

## PRODUCTION ACCOUNTING

### CONTACT

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Princes Risborough HP27 9FT



Full Driving License (Clean)

### EDUCATION

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Bookkeeping Course  
University of Cape Town Online  
2025

BCom Accounting  
University of Cape Town  
2022 - 2024

### SKILLS

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- Bookkeeping
- Microsoft Excel
- QuickBooks
- Bank Reconciliation
- Invoicing & Billing
- VAT Tracking
- Administration
- Organisation
- Communication
- Adaptability
- Adobe Acrobat
- PSL+
- DPO

### ABOUT ME

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Motivated and committed aspiring production accountant with hands-on experience in high-volume AP, expenses, and reconciliation. Experience with PSL+, DPO, and Cashed, with a proven ability to manage the full AP cycle and maintain accurate asset logs across multiple departments. A proactive professional skilled in vendor relations and digital inbox management, dedicated to supporting the financial integrity of fast-paced Film and TV productions. Highly organised, efficient, and proactive, with excellent adaptability and communication skills.

### WORK EXPERIENCE

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January 2026 - Present      VLM Productions LTD (Viva La Madness - Amazon)  
Accounts Clerk (Full Time)

- AP: Receiving invoices & credit notes, matching, signing, and entering (Adobe, PSL+ & DPO)
- Expenses: Account coding expense reimbursement envelopes and entering (Excel & PSL+)
- Cashed PCard transaction reconciliation
- Cross-checking vendor statements
- Running reports on PSL+ and creating asset logs per department
- Managing the AP inbox and filing

October 2025 – December 2026      FA Project Arcadia (One Piece S3 - Netflix)  
Accounts Intern (Part-Time)

- Checking Invoices, PO's and POP's
- Maintaining the filing system
- PCard Recons
- Emailing vendors with invoice information & amendment requests.

Jun 2024 – March 2026      Mycelium Media Co-Lab  
Administrative Assistant & Bookkeeper (Part-time)

- Invoicing and billing using QuickBooks.
- Managing databases and financial spreadsheets & member processing.
- Organising financial documentation on Google Drive.

Oct 2024 – December 2025      Bright Start

Administrative Assistant & Tutor (Part-time)

- Generating schedules and reports using Office programs.
- Handling client and parent communication.
- Tutoring maths and sciences (Grades 8–12).
- Maintaining and organising student records.

### REFERENCES

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Available on request