

Name

PERSONAL PROFILE

A hard working, relationship builder, who can work with in a team and alone. A punctual and reliable person who can resolve queries and deal with people in a positive manner. With good software skills.

EMPLOYMENT HISTORY

ABC Limited

Aug 2004 – Present

Accounts Assistant

- Invoices – batching and sorting
- Inputting purchase invoices
- Matching delivery notes with invoices
- Purchase ledger queries
- Checking individual invoices
- Liaison with suppliers both domestic and international
- Chasing suppliers for copy of deliver notes
- Payments in both domestic and foreign currency

Achievements:

- Saved the company money
- Increased Sales
- Suggested new ideas

DEF International

Apr 2000 – Aug 2004

Accounts Assistant

- Purchase ledger
- Matching payments BACs and cheques
- Resolving customer queries
- Liaising with internal departments
- Reception duties, answering the telephone
- Reconciliation for bank accounts

Achievements:

GHI PLC

Oct 1998 – Apr 2000

Purchase Ledger Controller

- Purchase ledger – matching
- Checking deliveries
- Price checks
- Entered payments onto system

Achievements:

EDUCATION / QUALIFICATIONS

1993 – 1995

Wigston College

EMFEC Shorthand S1 (40 WPM)	Distinction
RSA 1 Typewriting Skills	Distinction
RSA 1 Word Processing Skills	Pass

1990 – 1993

Robert Smyth School

A Level	
Math	A
Business Studies	A

GCSEs	
English Literature	A
English Language	A
Science	B
Psychology	B
Sociology	C
Art and Design	C
Humanities	C

IT SKILLS

Microsoft Office packages, including Explorer, PowerPoint, Excel and Word
SAGE Line 50
Access

HOBBIES AND INTERESTS

Reading, listening to music and socialising.

PERSONAL

ADDRESS: 48 St Marys Road
Market Harborough
Leicestershire
LE16 7JD

CONTACT DETAILS: 01858 898058