

Curriculum Vitae
Your Name

Personal Information:

Address:	15 Cofferridge Close Stony Stratford Milton Keynes Bucks MK11 1SY	Nationality:	British
		Car Owner:	Yes
		Date of Birth:	16.07.1976.
Home:	01908 6 578 220		
Mobile:	07711 6 123 456		
E-mail:	info@gomkjobs.com		

Education/Qualifications:

1996 6 1999	De Montfort University, BA Hons, Business Studies, 2:1
1994 6 1996	Milton Keynes College, 3 A-Levels

1988 6 1994	MK Senior School, 8 GCSEs including Maths and English
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Personal Profile:

An experience accounts professional, with a proven track record in both ledgers and credit control. I am equally able working as part of a team as on my own initiative. I am used to working to deadlines and like to be challenged at work. I have a professional approach to everything I do and believe in a 'can-do' attitude at work.

MKJobs.com

Career History:

Big Co Ltd – Credit Controller

July 2004 6 Present

Big Co Ltd is an importer and distributor of PC components, supplying customers across the UK. Turnover is £20 million.

- Reporting to the Credit Manager, working as part of a team of 4 credit controllers.
- Responsible for all aspects of credit control via phone, fax and letter.
- Chasing customers to recover overdue debt.
- Dealing with any account or repayment queries that customers have.
- Negotiating fair repayment terms with outstanding debtors.
- Issuing any copy invoices as required by customers
- Allocation of payments received to the appropriate ledger accounts.
- Maintaining the debtor / sales ledger.
- Updating customer account details on the system.
- Looking at aged debt reports and targeting specific outstanding debts for collection.
- Ad hoc duties as required

ABC Ltd – Purchase Ledger Clerk

Jan 2001 ó June 2004

ABC Ltd is a manufacturing company, in the home furnishings sector. They make high quality sofas and chairs, and supply such retailers as The Sofa House. Turnover is £10 million.

- Reporting to the Accounts Manager, as part of a team of 7 in accounts.
- Responsible for all aspects of purchase ledger maintenance.
- Matching, batching and coding of invoices.
- Dealing with supplier queries and supplier statement reconciliations.
- Update of account and payment details on the system.
- Payment runs via BACS and cheque.
- Input and filing of invoices and preparation for micro-filming.
- Dealing with associated purchase and payment queries.
- Ad hoc account duties as required.
- Associated accounts office administration.

ThisCo Ltd – Administrator

July 1999 ó Dec 2000

ThisCo Ltd, a privately owned, family fun business, provides marketing and advertising solutions to a wide variety of clients, across a range of industry sectors.

- Reporting to the Owner / General Manager.
- Responsible for general aspects of office administration.
- Filing, photocopying, post administration and processing of incoming letters and documents etc.
- Dealing with customer queries in a professional manner and following up as appropriate.
- Updating customer / account records on the system.
- Provided a high level of ongoing customer service.
- Creating and maintaining spreadsheets on Excel.
- Working in a faced paced environment, working towards deadlines and targets.
- Accurate and timely data entry work.
- Ad hoc duties as required.

Computer Skills / Experience:

- Sage Line 50
- Sage Payroll
- MS Office
- Word
- Windows
- Excel
- In-house systems

Interests:

- Health and fitness, International travel, Rugby Union, Socialising.

Personal Achievements:

- Completed the 2002 London Marathon
- Represented Buckinghamshire County Athletics Team in National Championships
- Captain of University rugby team.
- Elected as Student Representative for my final year at University.