# Name

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Profile

I am enthusiastic, professional and hard-working person with a diverse background in a variety of fields. I pride myself on excellent customer service and teamwork. I am seeking a rewarding role with an organisation that appreciates dedicated staff.

***Core Skills:***

* Office administration and clerical
* Passionate and enthusiastic with respect to accountability, responsibility and efficiency
* Dedication and motivation in developing solid client working relations
* Excellent team player
* Excellent customer service
* Internal Sales and Marketing
* Working well under pressure
* Can lead and coordinate teams where the role requires
* Liaising with upper management
* Mentoring and training junior staff to ensure their professional development
* Building, maintaining and managing relationships with suppliers and contractors
* Using computer applications and business tools i.e. Word, Excel, Email, Microsoft Dynamics Navision (MRI), MYOB, Apparel 21, Syspro.
* Class C drivers licence

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| Working Experience |

**Dates of employment**

**Name of Company**

**Senior Accounts and Bookkeeper**

**Overview: Accounts and Bookkeeping responsibility for manufacturing company. Turnover $3 million.**

* Liaising with procurement on Trade Finance and suppliers within a clothing company
* Trade Finance
* Bank reconciliation
* Trade Creditors and Creditors Related Accounts
* Match Purchase orders to invoices and post suppliers invoices
* Foreign Exchange
* Implementing procedures
* Accruals
* Variance Analysis
* Process weekly payments chq/online/internet/TT

 **Dates of Employment**

**Name of Employer**

**Senior Accounts Payable Officer**

**Overview: Ongoing temp Accounts Payable, Procurement, Reception with a manufacturing and construction company. Turnover $1.5 million.**

* Daily Bank Reconciling
* Reconcile Statements
* Payments
* Data Entry
* Lunch and Holiday Relief Reception (Switchboard)
* EFT Payment, Cheque Run
* Preparation of Payment Run
* Account Enquiries
* Checking Procurement Costs
* Matching Purchase Orders to Delivery Dockets
* Matching Invoices to the above and entering into the ledger
* Credit Card processing

**Dates of Employment**

**Name of Employer**

**Senior Accounts Payable Officer**

**Overview: The business is a manufacturer and distributor of electronics goods and other Information Technology products. T.O. $5 million.**

Responsibilities:

* Daily bank reconciliation
* Buying foreign exchange contracts
* Cost Reductions
* Creditors control
* Monthly Cashflow
* Customer Service
* Reconciling accounts and payments
* Invoice data entry
* Monthly trial balances
* Monthly accruals
* Liaise with overseas and local suppliers
* Reconciling and processing debtor remittances
* Reconciling and processing creditor invoices
* EFT payments and cheque runs
* Investigating discrepancies
* Employee expenses
* Preparation of payment runs
* Petty cash
* Matching and coding invoices
* Supplier statement reconciliations
* Foreign exchange rates
* Vendor account enquiries
* Quarter reporting to England
* Monitor cost centre expenses
* Monthly Inter-company reconciliation
* Monthly payment of BAS and superannuation
* Other Ad-hoc duties as required by accountant

**Dates of Employment**

**Name of Employer**

**Office Manager with accounts duties**

**Overview: With multiple facilities located throughout Australia & S.E Asia, the business specialise in the hire, sale and modification of shipping containers. T.O. $1 million.**

Responsibilities:

* Manage the day to day functions of the office
* Reception first point of contact on the phone or liaise with clients direct
* Organise functions, meetings, travel, couriers,
* Communicate and liaise with internal staff, other branches and customers
* Accounts payable, completing the majority of the creditors
* Subcontractor inductions, PP&E, leave reporting
* General switchboard operations
* Data entry for accruals, new creditors and wages
* Purchase orders, cash handling, credit card processing,
* Contribute to company policy and procedures reviews

**Dates of Employment**

**Name of Employer**

**Junior Accounts and Administration**

**Overview: I was assisting the company accountant and the office manager on a broad range of relevant duties.**

Responsibilities:

* Office administration and paper work
* Representative and frontline contact of company via phone and face to face contact
* Liaised with suppliers, order stock, inventory control
* Provides product information to customers
* Manage, train and roster staff
* Customer service and complaint management

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| Education |

Recent courses undertaken include:

* Accounts Payable
* Accounts Receivable
* Bites, Word, Excel, E-mail
* Fire Attack, Fire fighting, Fire Prevention & Workplace Evacuation
* MYOB
* Navision

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| Hobbies |

Some hobbies and interests include:

* Reading
* Movies
* Entertaining guests
* Spending time with family