

Maxine Curry

Accounting Clerk

AREAS OF EXPERTISE

Credit card management

Customer invoices

Deposit activities

Analysing discrepancies

Completing payment runs

Reconciling ledgers

Foreign account reconciliation

PROFESSIONAL

First Aider

Fluent in German

PERSONAL SKILLS

Career orientated

Focused

Composed

Reliable

CONTACT

Maxine Curry
Dayjob Ltd
The Big Peg
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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A bright, sharp, self-motivated, dedicated & hardworking Accounting Clerk who has the previous experience required to efficiently carry out her duties. Maxine understands the need to take an all-encompassing view of a business and not just the figures in its year-end accounts. She has experience of using computerised accounts packages and is very good at extracting financial information from various systems. On a personal level she is someone who can bring new ideas and a fresh approach to any company she joins. Furthermore she has no trouble maintaining good working relationship with colleagues and day-to-day work contacts.

WORK EXPERIENCE

Smiths IT – Birmingham

ACCOUNTING CLERK Jun 2013 – Present

Responsible for performing a wide range of general clerical and accounting support functions within the organisation.

Duties:

- Processing accounts payables and receivables as needed.
- Maintaining accounting documents and records.
- Providing accounting and clerical support to the Accountant.
- Tasked with carrying out a variety of bookkeeping activities for a portfolio of clients.
- Preparing bank deposits, general ledger postings and statements.
- Collating payroll information on a monthly basis.
- Working with vendors, customers, and colleagues to resolve inquiries and issues.
- Reviewing and processing employee expense reports.
- Posting supplier invoices to the accounts system.
- Assisting with processing of sales invoices, debtors statements and cash receipts on the Total accounts package.

Company name - Location

JOB TITLE Employment dates (i.e. Aug 2011 – Jun 2013)

KEY SKILLS AND COMPETENCIES

- Proven experience of using Sage 50 accounting software up to management accounts level.
- Building effective relationships with other key staff members.
- Experience of bookkeeping for both private and public sector organisations.
- Proficient with Microsoft Office software such as Excel, Word and Access.
- Experience of working to deadlines and familiar in working within a busy, fast paced office environment.

ACADEMIC QUALIFICATIONS

Nuneaton University ***2008 - 2011***
BSc (Hons) Business Administration

Coventry Central College ***2005 - 2008***
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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