

Maxine Curry

Accounts Payable Clerk

AREAS OF EXPERTISE

Statement Reconciliations

BAC payment runs

Customer service

Bank reconciliations

Stock invoice variances

Business services

Account reconciliations

PROFESSIONAL

First Aider

Fluent in Spanish

PERSONAL SKILLS

Hardworking

Presentable

Sociable

Keen

CONTACT

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

PERSONAL SUMMARY

A professional, enthusiastic and hardworking individual who thinks big, acts fast and always gets results. Maxine is a numerate professional with a keen eye for detail who takes pride in being accurate and who is prepared to undertake ad hoc duties where necessary. She has sound knowledge of purchase ledgers and experience of working in a busy department with a high volume of invoice processing. In addition to this she is driven and has the ability to work well within a team and cross-functionally with all areas of a business. Right now she is looking for an opportunity to join a company from the ground up where she will learn from an established team and be allowed to study towards a ACCA.

WORK EXPERIENCE

Smiths IT – Birmingham

ACCOUNTS PAYABLE CLERK Jun 2013 – Present

Responsible for assisting in the activities of the accounts department with specific responsibility for the effective, efficient and accurate processing of supplier invoices for timely payment.

Duties:

- Checking that each invoice is valid and includes the statutory required information.
- Recording and processing staff expenses such as Out of Pocket expenditure, Business Mileage and Company Credit Cards.
- Reconciling supplier accounts and resolving queries promptly.
- Ensuring that all account payable processes and procedures are constantly reviewed, documented and updated.
- Raising, coding and matching Purchase Orders.
- Dealing with all supplier queries
- Preparing month end journals and reconciliations for general ledger accounts.
- Matching invoices to receiving and purchasing documents.
- Assigning proper accounting numbers to invoices.

Company name - Location

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

KEY SKILLS AND COMPETENCIES

- Knowledge of non-automated and automated invoice processes.
- Experience of working in a busy accounts department.
- Dealing with multi-currency invoices.
- Good knowledge of budgeting and forecasting issues and techniques.
- Putting together arguments with a lot of depth and insight.

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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