

Tony Clarke | Accounts Assistant

Location: xxxxxxxx
Telephone: xxxxxxxxxx
Email: xxxxxxxxxxxxxx

Professional Summary

A process orientated

data and

A self-motivated individual with a complex working knowledge of colleagues, systems and highly organised, detail oriented management.

in managing internal highly operational efficiency.

Core Skills

- Accountancy
- Customer Service
- Retail Sales

Customer Liaison
Inventory Management
Budgeting & Reporting

Career History

Oct 2014 - Present

Oct 2016 - Present

- Transferred to the finance team with responsibility for the processing of invoices, and the preparation of reports
- Conducted monthly reports to face;
- Assisted with the preparation of reports, journal entries and reconciliations
- Managed the accounts payable and receivable
- Prepared the monthly sales report

the finance team
responsibilities
processing of invoices, and the preparation of reports
to face;
reports, journal entries and reconciliations

Oct 2014 - Oct 2016

- Undertook the stock ordering process as well as serving as an assistant to the manager
- Assisted with the preparation of reports, journal entries and reconciliations
- Managed the accounts payable and receivable
- Prepared the monthly sales report

including stock ordering as well as serving as an assistant to the manager
2016
reports, journal entries and reconciliations
customer interactions / any problems

Apr 2014 - Oct 2014

- Assisted with the preparation of reports, journal entries and reconciliations
- Managed the accounts payable and receivable
- Prepared the monthly sales report

for sales levels
to contribute to the other depts.
as required

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Oct 2014 – Apr 2015

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