

Danny Wells | Payroll & Finance Specialist

Location: xxxxxxxxxxxx

Telephone: xxxxxxxxxxxxxx

Email: xxxxxxxxxxxx

Professional Profile

'A diligent Pa

Handling all

Adept at adding
the provision of
annual budget
employees, ve
practices in o

Only skilled in
relationships and
relationships with
in new work

Core Skills

- Finance
- Bookkeeper
- Payroll/HR

management
sources
tions

Career

Land your perfect job quickly

Mar 2003 -

Outline

Delivering
managem

es including the

Key Resp

- Management
- Ensuring
- Coordination
- Pursuing
- Promoting
- Maintaining
- Verifying
- Enforcing
- Evaluating
- Encouraging
- Empowering
- Monitoring
- Motivating

PAYE on Payroll

series

that all personal

and passports

danger reconciliation

distributed, and totals

Reconciliation of finance sales and purchase

Accuracy and approvals,

essing all clients and

Units and suspensions

off or collection and

Apr

Qu

Co

op

the management of till

K

-

provided comprehensive skills

isation, handled all data

- Delivered high levels of customer service while dealing with and serving a constant influx of customers

Education

MSc

Professional De

Fully editable Word
version included in the
Pro Job Hunter Pack

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Additional

I.T. Skills:

Languages:

Interests:

Volunteering

References

Accounting,

(fluent)

ts, Travelling,

3 – 2017)

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