

RAJESH KUMAR ACCOUNTS CLERK

Dayjob Ltd, The Big Peg
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PERSONAL SUMMARY

An ambitious student with a strong academic background, excellent communication skills, and a good working understanding of the breadth of accounts, from ledgers right through to trial balances. Rajesh is enthusiastic, open-minded and has the required potential and drive to take any business forward. Apart from being able to think laterally and act decisively, he has the ability to quickly identify opportunities to reduce waste and inefficiency. Right now he is looking for an entry level position with a company like yours, that not only provides a stimulating and challenging environment, but also opportunities for career growth and promotion.

ACADEMIC

Coventry North College **2011 - 2012**
Diploma in Accounting Practices Pass

Birmingham South High School
Maths **2008 - 2011**
English Pass
Geography Pass
Physics Pass
Business Studies Pass
Physical Education Pass

KNOWLEDGE OF

- Using Sage
- Payroll
- Expense claims
- Auditing
- Processing invoices
- Payment runs
- Purchase Ledger
- Allocating receipts
- Analysing data

ACCOUNTS SKILLS ACQUIRED WHILST STUDYING

- Knowledge of weekly payroll, purchase and sales invoices, VAT and tax returns and bank reconciliation.
- Quickly responding to queries relating to invoices and payments.
- General office duties, answering phones, filing and distributing the post.
- Handling incoming cash and posting it into the relevant bank accounts.
- Reconciling payments with bills.
- Checking Purchase Invoices to Delivery Notes.
- Proficient in the use of computerised accounting systems and spreadsheets.
- Accurately processing supplier invoices and credit notes.
- Good keyboard skills, and able to quickly input and manipulate financial data.
- Ensuring all invoices are validated against relevant purchase orders.
- Monitoring customer accounts for non-payment and delayed payment.
- Prepare payments for signature.

PERSONAL SKILLS

- Good IT systems knowledge and be able to adapt to new procedures quickly.
- Reliable, punctual, professional and competent.
- Good numerical & literacy skills & can work accurately within deadlines.
- Excellent communications skills and able to liaise with customers & suppliers.
- Updating job knowledge by participating in continued educational.
- Pro-active and able to multi-task.

SELECTED ACHIEVEMENTS

Working as a volunteer for a local charity, handling all their bookkeeping duties. At college developed a new accounting system for the Student Union. Written articles about accountancy & had them published by financial websites.

HOBBIES

Rajesh is a natural number cruncher and in his spare time enjoys doing activities that involve figures and statistics. He is the secretary of his local Math club, and for his friends and club members he regularly organises quizzes and competitions that involve mathematical activities.

REFERENCES

Available on request