

CANDIDATE 24414

- Position Sought:** Administration, Invoicing, Order Processing, Accounts
- Location Sought:** Witney and surrounding villages
- Notice Period:** None – Available immediately due to redundancy
- Salary Requirement:** £15,000+
- IT Knowledge:** Word, Excel, Outlook, Internet, and various in-house systems
- IT Results:** Word 37%, Excel 57% and 99/5940 Data Entry (100% accuracy)

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*Recruitment Specialists for Permanent Placements and Temporary Assignments in
Board-Middle Management/Executive Administration/Sales & Marketing/Office Support*

CANDIDATE 24414

I have a clean driving licence and my own car. I live with my partner. My parents also have their own company of which I help out on occasions by answering the phone and typing invoices on their computer. My outside interests are going out with my partner and my close family and friends. Going on holidays, also enjoy going down the local gym and swimming. I have also done a computer course at the local college. And I see myself as a very helpful member of staff with a bubbly disposition, and also have the ability to work in any kind of environment.

September 2001 to March 09 Sales Ledger Clerk

My duties include:

- Invoicing and credit notes
- Amendments and cancellations to tickets
- Sorting out problems with the computer and helping other members of staff.
- Administration duties, using the in-house computer system, word and excel.
- Working in a team and also being able to work on my own. Being organized and working well with other departments, and a good eye for detail.
- Flexibility is part of the job and taking on extra roles when short staffed.

May 2001 to September 2001 Champion Employment

Temporary worker, while working as a temp I was asked to stay on as full time member of staff.

December 1999 to May 2001 Office Administrator

- I worked there as an Office Administrator. My duties included:
- Post: Incoming and Outgoing
- Reception duties: Answering phones and greeting visitors
- General filling/photocopying
- Placing stationery orders
- General typing: letters, faxes, e-mails etc
- I also did the petty cash, banking and the timesheets
- Key Holder for the alarm system
- Being able to work in a team
- Taking on extra responsibility and extra roles when short staff

November 1999 to December 1999
Champion Employment

Temporary worker.

June 1999 to November 1999
Hotel

I worked as a Leisure assistant of whom my duties included dealing with customers and hotel guests. This included membership details, joining of the club and their complaints. Answering the phone and keeping the club clean and tidy. While working for the hotel I also worked in other departments.

April 1999 to June 1999
Champion Employment

Temporary worker.

March 1998 to April 1999
Automotive Company

I joined the company as an assembly worker in the workshop. My work included the building of several headlight and spotlights for cars such as Rolls Royce and Lotus so the quality of work was a very high standard. Then in July 98 I was asked to become a team leader. This involved my own work and other duties such as job cards, helping the other staff with their work and making sure the work was to high standard. And also helping the supervisor with his work and I was also a key holder.

November 1997 to March 1998
Champion Employment

Temporary worker, while working as a temp I was asked to stay on as full time member of staff.

August 1997 to October 1997
Office Supervisor

While working for this company I worked as a an Office Supervisor, my duties were similar to my last employment placing orders on to the in house system and taking orders over the phone and also sorting problems with both customers and staff on a supervisor role. And on the odd occasion I helped in the warehouse packing, as the company was relatively new so it was all hands on deck. I was supervisor over a small team and reported to the manager of the company.

October 1987 to August 1997
Warehouse Positions

While working at this company I worked in the warehouse, where my work involved packing orders on a production line then I was promoted to a picker and then on to a team leader in the warehouse. Then I moved in to the office, while working in the office I processed orders on the in house system, also took orders over the phone and on occasions helped in other departments for example customer services and accounts.

On leaving school I worked for about a year as mothers help for two families one of these was for an American Family and the other was for a local businessman in Witney.

I went to the local primary school in Ducklington and then I attended Henry Box School, Witney, from 1981 to 1986.

My qualifications (CSE) are:

| | |
|---------------------------|----------------|
| Mathematics | Grade 3 |
| English Literature | Grade 3 |
| English Language | Grade 4 |
| French | Grade 5 |
| Science | Grade 4 |
| Home Economics | Grade 4 |
| Social Studies | Grade 3 |
| Design for living | |

I also did a typing course at the local college while at school.