

## **Mary Bishop**

11 Mansfield Drive, Staveley, Sandwich Dorset CD5 7NW

Tel: 01275 620040mob: 07711 00900000076

Experienced accounts assistant capable of handling both the Purchase ledger and the Sales ledger duties in an international trading company. Regular liaison with customers and suppliers; hard working, adaptable and enjoys a challenge.

### ***Career History***

#### **Perfect Administration Services**

**Jan. 2004 – Present**

Purchase Ledger Clerk - Responsible for all aspects of the purchase ledger including daily record of invoices received; the processing of invoice batches and computerized payment runs by BACS every month.

#### **Charlton Combi**

**Oct. 2003 – Jan. 2004**

Accounts Assistant – (Temporary Position) Coding of invoices and passing through the payments; checking all purchase statements, handling petty cash for the dealership.

#### **Wish-Telmo UK Ltd**

**Sept. 1998 – Sept. 2003**

Accounts Assistant – Reporting to Company Accountant and responsible for Purchase Ledger and Sales Ledger, invoicing, monthly credit control, daily banking and posting money. Work with 3 systems for British, Dutch and German locations; constantly working with foreign currencies. Employed initially as a purchase ledger clerk taking responsibility for all aspects of the purchase ledger, daily record of invoices received, the processing of invoice batches etc, computerized payment runs by BACS every month.

- Finalised bank reconciliation at month end in GB£, € Euro and US\$ accounts.
- Entered all foreign currency exchange rates after amending calculations from a spreadsheet, every month.
- Answered telephone queries from customers and suppliers; responsible for outgoing mail.
- Assisted with the successful implementation of a new computer system on two occasions.
- Amended and updated standard costs for parts department.

#### **Foreland Stockport – Peugeot Main Dealer**

**June 1995 – Aug. 1998**

Accounts Assistant – Assistant to the Accountant and Accounts Supervisor. Responsible for maintenance of manual payment records, posting cash payments to computerised sales ledger, reconciling the bank, daily banking of money, monthly credit control.

- Processed all batched purchase ledger invoices onto the computer through invoice register.
- Deputised for accounts supervisor and Administration in their absence.
- Coding of invoices and passing through the payments. Checking all purchase statements, handling petty cash for the dealership.
- Following restructure took on additional duties in reception area, ran a busy switchboard, handled correspondence and quotes, maintain vehicle stock records on computer and provide front line customer service.
- Assisted with the successful implementation and accreditation of the dealership to ISO 9002. Responsible for the ongoing administration.

**Barr & Griffin – Toyota Main Dealer****April 1993 - May 1995**

Clerical/Accounts Assistant – Invoicing of vehicles, daily banking of payments to sales ledger, checking statements, month end payments. Recording all purchase invoices, ready to be processed to computer, chasing payments of outstanding sales invoices.

Bringing vehicles into stock via computer and maintaining manual stock record book. Checking monthly vehicle returns and the input of warranties are correct.

**Ground Building Company****Aug. 1992 – Nov. 1992**

Typist/Receptionist – All clerical and office duties. Typing letters, invoices, quotations, job sheets and telephone message forms; processing of paid/unpaid items on manual sales and purchase ledgers. Making up of weekly cash wage packets for all staff.

***Education & Qualifications***

Sandwich High School for Girls 1985-1992  
10 GCSE Passes including Maths and English at grade C

RSA NVQ – Business Admin - Level I Pass / Level II – Pass  
RSA Word-processing (Stage I) Distinction  
RSA CLAIT Distinction

Pitman Word processing First Class Pass  
City & Guilds CPVE Pass

Stoke-on-Teon College – Bursland 2000-2001  
City & Guilds Basic Photography Level I Distinction, Level II Distinction

***Training***

Trained in use of Microsoft Excel/Word/Outlook e-mail system  
Internal Auditor for: ISO 9002 Quality System.  
Currently undertaking a home study course in Essential Bookkeeping

***Personal Details***

Date of Birth: 24th July 1975  
Nationality: British  
Excellent health; Non-smoker; Full driving licence; Car owner.

I enjoy Photography, Badminton, Reading, Walking, Swimming, Cycling, Ice-Skating, Cinema , Biking and Foreign Travel.