



# John Elwes

Accomplished Accounts Payable Specialist with a high degree of professionalism and strong problem solving abilities. Maintains 100% accuracy in processing invoices. Proficient at vendor management and thrives in challenging, fast-paced environments. Dedicated to providing current state-of-accounts reports to inform cash flow management decisions.



## Personal info

**Date of birth:** 26/11/1714 • **Nationality:** English •  
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**Web:** www.kickresume.com



## Work experience

### Accounts Payable Clerk XYZ Company Ltd.

- LONDON
- Efficiently process vendor invoices and maintain up-to-date system.
- Open and track customer and vendor accounts.
- Coordinate approval processes of all accounts payable invoices.
- Balance batch summary reports for verification and approval.
- Research and resolve billing and invoice problems.
- Coordinated approval processes of all accounts payable invoices.

### Accounts Payable Clerk ABC Company Ltd.

- LONDON
- Verified details of transaction, including funds available and total account balances.
- Overhauled internal controls and accounting quality system to prepare for important audits.
- Dealt with suppliers and renegotiated contracts.
- Coded the general ledger and processed vendor invoice payments.
- Rectified escalated accounts payable issues from employees and vendors.
- Calculate rates paid for purchases and all price extensions.

### Financial Accountant EFG Company Ltd.

- LONDON
- Analysed revenues, commissions, and expenses to ensure they are recorded appropriately on a monthly basis.
- Assisted with corporate tax reporting requirements.
- Conducted reviews and evaluations for cost-reduction opportunities.
- Prepared financial statements and supporting schedules according to annual close schedule.
- Performed general accounts analysis and reconciliations, including bank statements, fixed assets, employer's benefit costs, accruals and prepaid expenses.



## Education

### BSc (Hons) Financial Economics University of St Andrews

• 09/2002 – 07/2006 • SCOTLAND  
2.1 Upper Second Undergraduate Degree



## Strengths

# Organisation    # Time Management    # MS Excel    # Public Speaking  
# Team Leadership    # Attention to Detail    # SQL    # Data Analytics  
# MS Visual Basic    # IBM Congos    # SAP