



# 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