

Personal Summary

Training as a front-end web developer to earn a certificate from Trilogy's Skills Bootcamp. The bootcamp focused on working in an agile environment and collaboration with peers. Background in various accounts roles allowed for strong soft business skills such as managing deadlines, communicating at all levels of a company and being adaptable in a workplace.

Relevant Skills

Software Languages: HTML, CSS, Java, jQuery, Bootstrap, Python, Ruby, Git, Various APIs

Software & Platforms: Github

Projects

My Portfolio | github.com/AmarMalde/Amar_Malde_Portfolio | amarmalde.github.io/Amar_Malde_Portfolio

My portfolio was created to showcase the skills I have learnt, so I can see how much I have progressed over time, and for future employers. It uses JavaScript to allow users to click on links and CSS Grid to arrange the contents of the page correctly.

Coding Quiz | github.com/AmarMalde/Coding_Quiz | amarmalde.github.io/Coding_Quiz/

The coding quiz will run a quiz and store the user's high score and initials in local storage, allowing a separate high score screen. It uses an interval to allow the time remaining to routinely update.

Movie Picker | github.com/AmarMalde/Movie_DB_Project | amarmalde.github.io/Movie_DB_Project/

The Movie Picker was a group project, where I was primarily responsible for the JavaScript. It allowed me to learn how to plan a project as part of a team, particularly when using agile. The site will choose a random movie based on a user's input. It utilises The Movie Databases' API to pick a random movie based on the query and Youtube's API to find a trailer for the picked movie.

Career summary

Treasury Assistant

Panavision Group, Perivale

Mar 21 – Present

In the treasury assistant role, I complete our weekly payment runs, process the company's expenses, and resolve a variety of internal and external queries.

Key responsibilities

- Various month-end tasks, such as printing and saving bank statements and reconciling bank accounts
- Assist with preparation and processing of weekly EFT payment runs for crews
- Process expenses by recording payments and verifying documentation and approvals
- Coding and posting accruals during month-end
- Monitor daily emails and post, ensuring all urgent payment request are actioned
- Assisting with customer and supplier disputes
- Post daily receipts and payments into the accounting system
- Post/email remittance advices to the suppliers
- Provide cover for Senior Treasury Administrator
- General admin duties including filing, photocopying, and archiving of invoices

Accounts Receivable Assistant

The Salvation Army, Elephant & Castle

Nov 20 – Jan 21 (temporary role)

In this role, I routinely invoiced government and private entities, allocated receipts, and solved supplier queries.

Key responsibilities

- Ensure that all unallocated items are allocated
- Raise manual invoices
- Bank and receipt cheques received in the post
- Following up with queries regarding long unallocated cash

Accounts Assistant

Drover Ltd, Haggerston

Dec 19 – July 20

(Furloughed from late May 2020)

Primarily in the accounts payable department, I managed the finance inbox and 9 payment runs a month as well as resolving various supplier queries.

Key responsibilities

- Responsible for reviewing outstanding bills, utilising the system to work through the payable list, and processing payments through the bank
- Accurately process a high number of invoices in Receipt Bank and ensure the correct department approves promptly
- Continuously manage and update the approval process for invoices
- Assisting with management accounts reporting, particularly in the creation of the P&L and accruals
- Responding to queries over the phone or via. email usually by reconciling statements, checking invoice status, and chasing approvals
- To be the first point of contact for supplier issues with anything payment related
- Manage the finance inbox, process invoices into ReceiptBank and Xero, and keep on top of all email communications
- Review and pay expense requests, check receipts & liaise with employees on queries

Billing Coordinator

WPP Finance Plus, Ealing

Aug 19 – Dec 19

Process billing activities for an assigned group of customers to ensure billing for those customers is complete, accurate, in the required customer format, and issued promptly.

Accounts Receivable Clerk

WPP Finance Plus, Ealing

Apr 18– July 19

To match cash payments made daily, import bank statements daily, and communicate with other departments to solve various queries.

Systems Administrator

City Centre Apartments, Leeds

Sep 17– Dec 17

Working from home and in-office, I maintained our property management system and liaised with customers to resolve complaints.

IT/ Front Of House

City Centre Apartments, Leeds

Various dates between Dec 16 – Oct17

Providing IT support and carrying out front-of-house duties. I was also in charge of setting up a cloud-based property management software.

Education & qualifications

- **A-Levels in Physics, Biology, and Chemistry** – The Winchester School (Jebel Ali), Dubai – Oct 2014 – Jun 2016
- **GCSEs, Various including Maths, English and Physics, A-C**– Kingsbury High School– Sept 2007 – June 2014