**Emile de Roubaix**

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**Summary**

After almost 8 years working in Marketing, I felt the need for a new direction. With the objective of moving into Finance/Accounting I started and finished AAT Level 2. While working at Iqbal I realized that I want to work in Credit Control hence my current role at SIG. While working at SIG is great the scope and responsibilities for my role is quite limited with very limited progression.

**Skills**

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| * Advanced Microsoft Office knowledge (Experience in using Excel Lookups, pivot tables and writing formula) * Experience in Sage 200 & 50 * Talking to clients, internal and external, to discover their needs. * Complex problem resolution * Working on multiple projects with varying deadlines | * Campaign reporting and analysis (Email/SMS/Social Media) * Paid digital advertising * Experience using Google Analytics and UTM tracking * Marketing campaign development (Email/SMS/Social Media) * A/B testing * CRM marketing - Setup and maintenance * B2C & B2B marketing |

**Experience**

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| **Nov 2022 to Current** | Key Account Credit Controller  SIG PLC － Sheffiled   * Talking with customers to get their invoices paid on time, vie email and phone. * Talking to customers, Branches and escalating to resolve overdue Invoices * Working with Branches to resolve queried Invoices. * Working with Branches to manage Credit Limits for Customers. |
| **June 2022 to Nov 2022** | Finance Office Support  Iqbal Poultry － Thorne   * Processing invoices coming into the business and ours going out. * Some credit control duties as needed. * Adding Invoices, Sales orders, bank payments and receipts to Sage. * Investigating discrepancies between trackers/projected costs and Sage accounts. * Running Bank Reconciliation on a Daily, weekly and monthly basis for different accounts. * Using Excel for data management and reporting. * Any Ad hoc duties needed to support the team. |
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| **April 2022 to May 2022** | Credit Control Administrator  Auto Windscreens －Chesterfield   * Checking invoices and adding them to Sage. * Investigating accounts that should balance and raising issues with the appropriate department. * Processing BACS Remits and Cheques for adding to Sage and depositing. * Part-Processing Credit Card and BACS Refunds * Using Excel for data management and reporting, from simple sorting to V/HLookup and Pivot tables. |
| **September 2014 to March 2022** | Marketing Apprentice - Digital Marketing Executive  MB Advertising － Sheffield   * Built positive relationships with cross-functional teams to ensure seamless campaign delivery and client satisfaction. * Performed A/B testing to see if theory shows in reality. * Mentored new team members on best practices and protocol. * Put together reports detailing campaign performance, customer engagement and engagement trends. * Coordinated with vendors to complete projects according to client schedule and specifications. * Managed customer digital marketing strategies to meet client goals and objectives. * Produced engaging online marketing campaigns, for lead generation and increased site traffic. * Proofed all types of marketing collateral to verify error-free materials prior to delivery. * Using Excel for data management and reporting, from simple sorting to V/HLookup and Pivot tables. |

**Education**

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| **2021** | GCSEs  ICCE   * Mathematics B * English C * Physical Science C * Social Studies: History C * Biblical Studies C * Business Maths B |

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| **2021** | A-Levels  ICCE － Sheffield   * Mathematics C * English C * Science: Physics C * Social Studies: History B * Biblical Studies C * Accounting C |
| **2022** | **AAT Foundation Certificate in Accounting - Level 2** |