

JONATHAN SHEERIN

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QUALIFICATIONS PROFILE

Adaptable, goal-oriented, and motivated professional equipped with progressive and strong interest in the field of analytics and finance. Recognised for collaborative work ethic, excellent attention to detail, organisational, analytical, and time management skills, with ability to meet deadline in a fast-paced working environment. Ambitious self-starter, eager to launch a successful analytics career in an organisation that embraces creativity and innovation and recognises employee drive, dedication and integrity with merit-based opportunities for professional growth.

Areas of Expertise

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|---------------------------------|----------------------------------|--------------------|
| • Office Administration | • eBis (In-house Finance System) | • Sage Line 50 |
| • Accounts Payable | • Document/Records Management | • Customer Service |
| • Invoice/Purchase Orders | • Client & Vendor Relations | • Open Accounts |
| • Problem Resolution | • SQL | • MS Word & Excel |
| • V1 Scanning Solution Software | | • CIMA Student |

EXPERIENCE HIGHLIGHTS

SAVILLS, Manchester

9/2019 – 01/2020

Credit Controller (Temporary)

Proactively contacted customers via phone and email to recover outstanding payments as well as ensuring queries are resolved as soon as possible. Other tasks including maintaining accurate and up to date customer details. Key Accomplishments:

- Managing a portfolio of over 300 accounts with several high-profile tenants.
- Managing a portfolio of over £30 million quarterly
- Upheld high standard of maintaining customer privacy in complying with the data protection act.
- Used a strategic approach to conduct high volume of account queries.

ROBINSON WAY, Salford

7/2017 – 02/2019

Trace Agent

Organised customer accounts by collecting customer data through credit reference agencies and updating customer accounts on inhouse system as well as engaging with customers, amending customer accounts and correction of mistraced accounts. Key Accomplishments:

- Effectively resolved customer accounts discrepancies enabling accurate Customer data for company database.
- Upheld high standard of maintaining customer privacy in complying with the data protection act.
- Used an analytical approach to conduct high volume of account queries per day exceeding managers expectations.
- Design of new KPI tracker to measure employee performance and evenly balance workload using excel.
- Management of work distribution to optimise team output.

FIRST CHOICE HOMES OLDHAM, Oldham

1/2017 – 3/2017

Accounts Payable (Placement)

Organised invoices and purchase orders and executed general administrative support including electronic filing, screening calls, handling daily post, and monitoring personal and group email accounts. Key Accomplishments:

- Streamlined processes by utilising V1 Scanning Solution in verifying, sorting, coding, processing, and assembling invoices for budget holder approval within Open Accounts.

- Exceeded expectations of managers and colleagues through excellent analytical approach and thrive on any given task which led to an opportunity to efficiently understand and undertake several processes within the accounts payable department.
 - Effectively resolved discrepancies on invoices in collaboration with vendors and performing detailed review on vendor/supplier's statements and purchase orders; provided vendors with payment information upon request.
 - Participated in the testing of new forms added to the in-house accounts electronic system to ensure proper interfacing between two systems.
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MIDDLETON POPSTARS ACADEMY, Manchester
Administrator (Volunteer)

7/2016 – 1/2017

Delivered multifaceted administrative tasks, such as, electronic filing, answering telephones, handling daily post, and keeping records of all income and expenditure daily. Provided a clean and safe place for young children. Key Accomplishments:

- Maintained the highest level of confidentiality of all documentation and personal information and adhered to appropriate processes, policies, and procedures.
 - Performed research and timely completion of funding applications from external sources to support future projects.
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EDUCATION

CIMA – Certificate in Business Accounting, Self-study, CIMA Number 1-3BR9ILJ
Economics (Incomplete), Manchester Metropolitan University, 2014

Literacy – Level 2, Bury Adult Learning Centre

Numeracy – Level 2, Bury Adult Learning Centre

Business Qualification – Level 3, Bury College

Business Administration – Level 2, Skills Solutions

Intro to Business, Retail, & Admin – Level 2, Hopwood Hall College