

Matthew Flackett

Warrington

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An experienced payroll assistant, who is hard-working, optimistic, does well under pressure and always willing to take on a challenge. Also has experience within customer service, sales and D.I.Y.

Willing to relocate: Anywhere

Work Experience

Payroll Assistant

Mint People - Warrington

August 2022 to Present

Within Mint, this role involves raising invoices, using MS office such as excel, etc. Mint has been more diverse in regards to methods of dealing with payroll queries; customer service skill has come into play with this role as involved mostly telephone payroll queries. This helped shape my confidence with taking on queries as well as ensuring weekly/monthly payrolls have been completed to the best standard.

Payroll Administrator

Oliver James - Manchester

January 2022 to Present

Within Oliver James as a payroll administrator, I am responsible for the US contractor payroll. This involves raising remits, invoices, using MS office such as excel, etc. This job role gave myself a lot more responsibility than previous jobs as larger payroll providers that I am needing to look after. I want to push myself to the best that I can be and have the opportunity to grow, rather than settle for nothing but the best.

Payroll Assistant

Umbrella (Wilmslow)

September 2020 to January 2022

In my role I am a payroll assistant for Umbrella. The role itself includes using MS Office, raising remits, importing and raising expenses all while growing professionally within myself to reach to my full potential in a career that I want to excel and put all my effort into. During my time at Umbrella, I have also been trusted with and had the responsibility of training other along with newer members of staff. I have learnt great amounts within the payroll sector, especially with working well under pressure, working alone and as well as a team. I genuinely enjoy this field of work which leads to my plan is to develop further within the payroll industry and continuously learn as I aspire to push my limits within the sector.

Customer Sales Advisor

Brighthouse

July 2019 to September 2020

This role was one of the most challenging yet rewarding roles that I have done. The role itself taught me skills on how to deal with bank statements and issues concerning money/credit scores. I had to be efficient each shift to ensure that I achieved, if not exceeded, the maximum number of sales and to go beyond my personal sales targets. The role required me to be bubbly all times which maintains a positive can-do attitude - having this happy-go-lucky attitude has also helped when dealing with customer complaints in a positive manner to avoid causing the customer any more inconvenience as well as finding a reasonable solution.

Nandoca

Nando's

September 2018 to July 2019

During my time within this role, I had taken on many aspects of hospitality service skills such as tills, hosting, being floor and runner. This was my first hospitality role which taught me how to deal with hectic and stressful situations/work environments. For example, in Nandos at peak time (weekends, evenings, dinner time etc) I was professional, friendly and calm when it would be such a fast-paced environment. I was required to work and liaise with a large team along with having small-scale meaningful interactions with guests.

Handyman

M Flackett SR Painting & Decorating

June 2016 to September 2018

I worked with my father in order to gain experience within the field. My jobs included plastering, painting, and stripping walls. Also gained a work ethic from this role and an in-sight into the working world.

Education

Diploma

South Trafford College

September 2014 to June 2016

GCSE's

Blessed Thomas Holford Catholic College

September 2009 to June 2014

Skills

- Excellent communication skills
- Efficient time management
- Mathematical skills
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint

- Problem Solver
- Team player as well as able to work independently
- Knowledge of PC and MAC software's
- Professional, driven, and motivated
- Payroll
- training
- Customer Service Skills
- Data Entry