

Kiran Mistry

Accounts Payable and Receivable Assistant

Details

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PROFILE

Passionate and knowledgeable Accounts Payable & Receivable Manager with vast experience providing administrative and management skills in office settings. Accustomed to addressing the changing needs of an office and supporting colleagues and superiors with excellent assistance skills. I bring forth high-quality organizational skills and a self-motivated drive to achieve excellence. Adept in various software applications and financial systems. A commitment to safely and professionally handling confidential tasks. Eager and ready to leverage my managerial and administrative skills to best serve the business.

EMPLOYMENT

Accounts Receivable Manager at N Brown, Manchester

October 2019 – June 2021

Duties for this role include:

- Managing the team's workloads
- Supporting the teams with advanced queries
- Development of the team members and enhancing their knowledge in end to end Accounts Receivable processes
- Consulting on financial processes for B2B partnerships
- Creating weekly debt reports
- Debt recovery. Contacting Partnership customers to reconcile and recover aged debt
- Reconciling incoming money transfers
- Liaising with financial accountants regarding reporting (Provision, Accruals, Cashflow)
- Supporting Reporting and Analytics Manager with Weekly Cashflow Forecasting and Weekly Payment Summaries
- Conflict Resolution (dealing difficult people, finding ways for the team to work well with them etc, performance managing)
- Upwards management, providing management with extra data to make strategical decisions
- Identifying development opportunities for staff
- Built relationship with our B2B partners to drive profitable growth for the business

SKILLS

- Collaboration & Team Leading
- Initiative and Problem-solving Abilities
- Proficient Learner
- Work effectively under pressure and meet tight deadlines
- An aptitude for IT packages such as Oracle and Microsoft Office
- Coaching and Mentoring
- Ability to prioritise tasks
- Lean Methodology
- Comfortable Leading Meetings

- Implement new processes as well as streamlining existing ones and rolling out a continuous improvement plan to maintain best practice – mapped end to end processes to ensure the team understand the reasons behind their tasks
- Implement a finance system upgrade remotely while working to pre-Covid deadlines

Accounts Receivable Assistant at N Brown, Manchester

July 2019 – October 2019

Duties for this role include:

- Accounts receivable processing duties, raising invoices, credit notes and reconciling customer accounts
- Debt recovery. Contacting Partnership customers to reconcile and recover aged debt
- Reconciling incoming money transfers
- Reporting daily on Accounts Receivable metrics including DSO and aged debt
- Building customer relationships to aid in collection processes

Accounts Payable Clerk at N Brown, Manchester

June 2012 – July 2019

My duties for this role include:

- High volume data processing including invoices, credit & debit notes, reconciling delivery notes to invoices and purchase orders
- Reporting daily on Accounts Payable metrics including aged credits and GI accruals
- Monthly reconciliation of over 1,200 supplier statements to ensure aged account balances are cleared
- Solving both supplier and internal queries within SLA
- Prioritising workloads to deadlines meeting payment terms including rent and rates for over 20 properties

Health and Safety Department at Tameside Council, Ashton

October 2009

My duties for this role included

- Visiting tenants to review health and safety issues
- Administrative duties including data entry
- Dealing with tenant complaints against landlords

System Experiences

- Oracle Fusion Financials
- Oracle Business Intelligence
- Oracle Cloud Financials
- Experian Credit Checks
- Infor SunSystems
- Kontrolla
- Mainframe CICS
- IBM Cognos TM1
- Bancpay
- Microsoft Office Package

KEY ACHIEVEMENTS

- Reduced aged customer debt by £1.5m in 3 months
- Reduced Unallocated Cash by just over £1.2m
- Reduced Total Overdue Debt by £2.8m in 12 months
- Reduced debtors from £4m to under £300k in 18 months
- Increased the success rate of an invoice automated processing system from 20% to 80%
- Integrated Cloud Financials and configured the Accounts Receivable functionality

EDUCATION

North Chadderton School - 9 GCSEs including Mathematics & English

COURSES

Microsoft Excel 2007 Level 1, QA Ltd

Microsoft Excel 2007 Level 2, QA Ltd

APA Induction Course

APA Technician Course

EXTRA-CURRICULAR ACTIVITIES

Charity Work at Meningitis Trust - 2009

Raising money by helping supermarket shoppers and other general fund raising

Charity Work at Cancer Research - 2010

Raising money by helping supermarket shoppers and other general fund raising

Charity Work at The Christies - 2015

Completed the 10k Great Manchester Run, raising over £200

Sponsored Climb - 2019

Completed the Yorkshire 3 peaks within 10 hours

HOBBIES

Gym – On a regular basis to stay healthy and to continually improve myself

Park Run – I attend weekly park runs hosted on Saturday mornings

Travelling – Will never pass up the opportunity to travel and explore

Social Activities and Events – Always interested in participating in general activities and events with friends, family and colleagues

REFERENCES

Available upon request