

## SKILLS

Advanced Excel & Microsoft  
Packages inc. Power BI

Various Accounting  
Packages and platforms  
(Access dimensions/  
Sage50/ Dream accounts/  
Vintners/Other bespoke  
systems)

Certificate in Sage 50 and  
Financial Market Analysis

Fluent in Korean

## CONTACT

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## EDUCATION

 **ACCA**  
Qualification

 **HANYANG WOMENS  
UNIVERSITY**  
(South Korea)  
Major in English  
2005

# AHREUM(CAROLINE) HAN

## AHREUMDAUN CONSULTING LTD

## PROFILE

**ACCA** qualified accountant with comprehensive experience (10+ years) in **Commercial Financial and Management accounting, Business processes improvement**, Internal controls and Risk management.

## EXPERIENCE

### INTERIM ACCOUNTANT (CONTRACT)

*Bancroft Wines Ltd (Sep 2019-Mar 2020)*

- Assisting with the year end process, preparing the statutory accounts and audit deliverables
- Completing month-end procedures to help producing the management accounts for board.
- Continuous improvement of systems and processes.
- Advising finance controller on the areas that needed management to build robust internal controls.
- Preparing and maintaining relevant stock reports by gathering, analysing, and validating stock data accuracy across multiple database sources.
- Forecasting weekly and quarterly supply and demand to help Buying team to maintain optimised stock level.
- Supporting management in preparation of new pricing excel models and charts.

### FINANCIAL CONTROLLER/MANAGEMENT ACCOUNTANT (PERMANENT)

*Philip Kingsley Products & Clinic (Jan 2017-Jul 2019)*

- Managing & overseeing day to day operation of finance function of two separate entities
- Producing monthly and quarterly management accounts board pack.
- Improving and implementing business processes, and acted as a finance lead for systems enhancement.
- Completing Monthly inter-company recharges/billings and reconciliations.

- Completing month-end (Fixed Asset, Prepayment, Accruals and Accounting adjustments) and year-end procedures to ensure the audit process is efficient while acting as a main contact.
- Stock management and accounting.
- Business partnering with other departments to manage and maintain Budget & Forecasting.
- Deputising for the Head of Finance on his absence.
- Preparing & filing VAT returns, experienced with partial exemption.
- Pre-reviewing monthly payroll in readiness for Head of Finance to sign-off and ensuring PAYE and NIC compliance.
- Undertaking other ad-hoc duties requested by Head of Finance and CEO.

## **CREDIT CONTROLLER (PERMANENT)**

*Diageo Plc: Fine wine division (Mar 2015-Dec 2016)*

- Processed receivables/billing for the company, including control of costing accuracy.
- Facilitated and aided the monthly close procedures.
- Analysed revenues, commissions and expenses to ensure they are recorded appropriately.
- Assisted cash flow forecasting, month end cash management.
- Documenting and monitoring of internal controls and credit risk management.
- Assisted auditing activities, both interim and annual, external and internal audits
- Managed relationship with the Group Finance, Payroll & HR teams, Legal & Compliance and the Tax team.
- Undertook other projects as assigned by the Finance controller & Director

## **ACCOUNTS ASSISTANT (PERMANENT)**

*Wine Networks Ltd (Mar 2015-Dec 2016)*

- Managing monthly reconciliations of nominal ledgers.
- Working with management to set up, develop and prepare monthly sales and cost of sales reports.
- Assisted with software integration and development projects and acted as a main finance contact.
- Business partnering with relevant stakeholders to develop a stock management and valuation system.
- Maintaining a fixed asset register, prepayments and accruals schedules.
- Ensuring VAT, Intrastat and P11D returns are made by the due dates.

- Reviewing Debtors and Creditors and producing monthly reports and managing Coface with regard to legal actions required to collect debts.
- Provided absence cover for Accounts manager. Supported the Management in other ad-hoc projects and tasks as required.

## **ACCOUNTING OFFICER (PROJECT)**

Whitepepper Ltd (Feb 2012-Aug 2012)

- Played an instrumental role in the successful establishment of a new business by completing all the necessary financial and tax related registration.
- Utilised knowledge of Sage 50 to successfully set up the company accounting system and procedures.
- Tasked with managing the company payroll, fully responding to all payroll queries in addition to completing the necessary bookkeeping duties.
- Furthered skills in resource management by performing extensive stock reconciliation.

## **ACCOUNTS EXECUTIVE (PERMANENT)**

IAE Edu net Ltd (Mar 2010-Feb 2012)

- Established bespoke accounting procedures in addition to reconciling accounts consisting of complex information.
- Fully accountable for completing a diverse selection of financial management duties such as reconciling bank accounts, producing VAT/payment returns, producing invoices, and using Sage 50 to perform bookkeeping responsibilities.
- Increased sales and efficiency levels by effectively acting as the liaison between students and the institutions.
- Tasked with the production of clear and concise financial reports.

**REFERENCE AVAILABLE UPON  
REQUESTS**