**Daniel Royes Accounts Assistant**

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Self-motivated and logical financial and accounts professional with hands-on experience in banking and insurance industries. Able to leverage a record of accomplishment encompassing account management, reconciliations, and client relations, to increase organisational productivity. Committed to introducing procedural and practical efficiencies in financial administration, with demonstrable improvements to bottom line in project financial performance. Adept at supporting business planning and forecasting, and providing monthly management, analysis and reporting on trends, key process indicators or other “what if” scenarios. Renowned for accuracy, attention to detail, and timeliness, as well as, aligning accounting initiatives with business strategy. Skilled in conducting independent analysis of processes, introduce internal controls and increase system efficiencies. Excellent interpersonal skills; foster and fortify partnerships with clients and executives.

***Areas of Expertise include:***

|  |  |  |
| --- | --- | --- |
| * Accounting & Finance | * Performance Optimization | * Debt Reduction |
| * Month End Accruals | * Risk Exposure Analysis | * Issue Resolution |
| * Regulatory Compliance | * Cross Team Collaboration | * Relationship Management |

**Professional Experience**

**Vauxhall Robins & Day** • Jan 2020 to Present

*Find a great deal on approved Vauxhall used cars with Robins & Day, the nation's leading Vauxhall dealership*.

**Funding Clerk**

Lead process steps to complete weekly and monthly funding reconciliation, resolving discrepancies before month closing. Formulate and deliver a weekly list of potentially impactful, fully paid vehicles for a month in advance to accountant and Finance Director***.***

**Key Accomplishments:**

* Enabled consistent smooth running of the company’s trading by reconciling all transactions for 5 separate accounts before month end.
* Input up to 50 vehicle transnational logs daily using CDK, ensuring timely removal of 80+ sold vehicles from site andfunding existing stock per weekkeeping the system updated.

**Office Team** • Jan 2018 to Jan 2020

*OfficeTeam enables customers to buy smarter and achieve more by providing a consolidated range of tailored, dynamic and expert business solutions*.

**Credit Controller**

Spearhead management of 350+ live accounts with a credit portfolio of around £10M. Reviewed major customer accounts through financial statement analysis and payment plans negotiation, on a monthly and quarterly basis. Communicated effectively with customers for pre-empting delayed transactions through 150+ emails and inbound and outbound calls. Coordinated with management to complete regular ledger reviews for discussing targets and achievements.

**Key Accomplishments:**

* Reduced historical debt by +40% for top 10 active accounts by liaising with customers and sales and accounts teams to reconcile payments and produce consolidated invoices. Utilized payment plans, 7-day stop notices, and legal warnings to get invoices paid.
* Verified and settled accuracy of 100+ credits monthly, contributing to internal business process improvement.
* Maximised department performance by delivering expert training and mentoring new staff.
* Decreased department credit risk by 25% through risk exposure analysis and enhanced monitoring of distress accounts.
* Raised 20+ refunds and write-offs for allocated centres and reduced historical arrears/queries for each account.

**ASDA** • Dec 2012 to Sep 2015

*Asda, is a British supermarket retailer, headquartered in Leeds, West Yorkshire.*

**Customer Service Assistant**

Ensured accurate placement of sales material for effective and maximum support for customer engagement; delivered process improvement insights to senior management. Processed transactions using till and undertook regular reconciliations to highlight and investigate discrepancies.

**Key Accomplishment:**

* Raised and escalated customer issues regarding service or products showcasing highest tact and diplomacy.

**RightPath Claims** • Jan 2011 to Dec 2013

*Rightpath Claims is a specialist TPA, appointed by insurers to manage insurance claims.*

**Accounts Administrator**

Liaised with accountants’ team to process financial tasks, including invoice administration, raising cheques and reconciliations. Reviewed, reconciled and processed payroll entries, ensuring timely payment to 30+ employees. Create monthly billing report and month-end closing entries to ensure data accuracy and completeness via detailed reporting and record keeping.

**Key Accomplishment:**

* Increased efficiencies and streamlined processes by monitoring, auditing, and reconciling transactions for three bank accounts per month.

**Education & Training**

**BA (Hons) Primary Education + QTS**

University of greenwich| London, UK | 2017

Business Management National Diploma, Coulsdon College, 2011