Natalie Brown

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**Professional summary**

I’m a creative, enthusiastic and innovative thinker. Possessing a particular skill in applying knowledge in practical ways and also in identifying issues and challenges and incorporating them into solutions. I have a board industry experience including Property management, Charity and Education Sector. I'm eager to transfer my attributes and start a new journey to become a software engineering

**Skills**

* Self-motivated professional
* Invoice coding familiarity
* Strong communication skills
* MS Office Suite
* Invoice coding familiarity
* Visual communication expertise
* Complex problem solver
* Superior time management

**Work History**

**Accounts Payable Clerk 2016 - 2017**

**British Heart Foundation**

Completed and posted bills, contracts, policies and cheques. Matched purchase orders with invoices and recorded the necessary information.

Accessed computerised financial information to answer questions relating to specific accounts.Reviewed files, records and other documents to obtain information and respond to requests.

**Bought Ledger Clerk 2016 - 2016**

**Rendall and Rittner**

Processing of daily invoices •Raised manual cheques •Produce and reviewed account balance reports •Reconciled supplier statements •Bank Reconicilation/ Cash allocation •Response to supplier querries via email/telephone •Update supplier details/ Vat checks •Prepare Bacs payments on weekly based •Transfer and upload data bewtween systems •Provide assistants to portfoilo accountants.

**Sales Ledger Clerk 2015 - 2015**

**Rendall and Rittner**

Processing of daily cheque and Bacs transfer payment •Customer service via phone ,email and post •Payment investigations, and raising credits/ charges •Reallocation of funds and payment investigations •Bank Reconicilation •Uploading budget and rasing demands •Competion/assignments of new Leaseholders accounts •Processsing solicitor payment and credit control ad hoc.

**Warehouse Operative/ Sales Assistant 2012 - 2013**

**Ocibel**

Responsible for picking and packing customer orders •Performed general warehouse activities •Processing and organising daily online orders •Daily preparation of sales distribution ready for courier •Demonstrating merchandise and preparation of store front, accounting for lost and prevention •Marketing and digital copywriting for social newtworks.

**Special Consideration Clerk and customer services 2012 - 2012**

**Pearsons**

Filling and organising special consideration applications •Responding to email, post and telephone enquiry •Liaising directly with school in regards to student matters •Attending and recording minutes of meetings •Posting letter and receiving daily post •Manually entering student records •Recording work progress with excel sheets•Amending Records •Responding to daily email, post and telephone enquiries •Data entry and system requested amendments •Investigating and resolving •Manually entering new student examination results.

**Credit Control Assistant/Account Receivables 2009 - 2012**

**Pearsons**

Responsible for the posting and reconciliation of live accounts on a computerized sales ledger •Raising and issuing of invoices, debit and credit notes •Credit control on a daily basis, by telephone/letter/email •Production, review and analysis of the aged debtor listing •Responsible for accruals and pre payments •Calculation of monthly reports and daily banking •Responsible for processing credit cards refunds •Setting up of new accounts.

**Sales ledger Clerk/Credit Controller 2009 - 2009**

**Chase Anderson Ltd**

Posting and reconciliation of live accounts on a computerised Sales ledger •Raising and issuing of invoices, debit and credit notes •Setting up of new accounts •Credit Control via phone, letter and email •Production, review and analysis of the aged debtor listing •Responsible for the calculation of VAT •Production, review and analysis of the aged debtor listing.

**QUALIFICATIONS AND ACHIEVEMENTS**

2009 BA Hons 2:1 Graphic Arts/Printmaking - University of East London

2009 Awarded Canary Wharf AVA (Architecture and Visual Arts) School Travel Scholarship

2008 Contracted by Wanis Ltd to produce large-scale wall painting and miniature office wall hangings

2005 BTEC Diploma Foundation Studies (Distinction) in Art & Design – Westminster Kingsway College

2003 GNVQ in Manufacturing Technology (Merit) – St Philip’s Sixth Form College

**System Skills** Propman, Sun Accounts, Trip, Excel, MS word, Outlook, PowerPoint, Photoshop, Illustrator and MSOffice

**INTERESTS**

• Active in Printmaking/Painting/Drawing

• Learning to speak French

• Bikram yoga