

Tuesday, 10 September 2019

Lisa Evans
7 Wewak Road
HOLSWORTHY, NSW, 2173

To whom it may concern.

RE: Reference

This letter is to confirm that Ms Lisa Evans worked at the Australian Automotive Group Pty Limited from 12 December 2016 as an Accounts Payable and Accounts Receivable Officer.

Starting in Account payable, Lisa quickly progressed into an Accounts Receivable role in 2017.

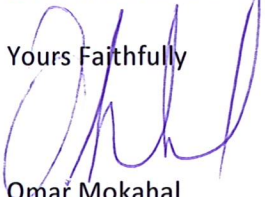
Primarily based at our head office in Alexandria, Lisa reported to both our Group Financial Controller and Office Manager. Managing the accounts receivable for three large dealerships and our holding and pre delivery yard, Lisa's primary duties included:

- Reading and actioning all accounts receivable queries from businesses and clients
- Opening up new accounts and performing the appropriate credit checks
- Processing credit card payments and monitoring accounts
- Processing daily banking (entering cheques, processing cash and Eftpos transactions)
- Actioning releases on a daily basis
- Managing inbound and outbound calls
- Preparing monthly reconciliation reports
- Generating end of month statements for credit control
- Liaising with managers throughout the organisation to resolve issues
- Liaising with Fleet Companies to confirm all invoices have been received
- Daily collection of accounts

It is with regret that due to our administrative operations being relocated, Lisa's role was made redundant on and from 20 September 2019.

Lisa's attitude towards her work and fellow colleagues has always been excellent and we would have no hesitation in re-employing Lisa should an opportunity arise and recommend her to any prospective employer to work in a similar capacity.

Yours Faithfully



Omar Mokahal
Group Financial Controller
Australian Automotive Group Pty Limited