

PERSONAL INFORMATION

Alexia Formosa

 18, Potter Street, Birkirkara (Malta)

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Sex Female | Date of birth 10/06/1999

JOB APPLIED FOR

Accounts Assistant, Accounts Clerk, Sales Representative, Receptionists, Customer Service, Host, Promoter

WORK EXPERIENCE

02/03/2018–Present

Tied Insurance Intermediary

GlobalCapital plc, Ta' Xbiex (Malta)

- Meeting or exceeding monthly targets.
- Negotiating all contracts with prospective clients.
- Preparing weekly and monthly reports
- Contacting clients and meeting new people
- Visiting clients and potential clients to evaluate needs or promote products and services.
- Update appointment calendar, and set up appointments
- Maintaining client records and database

01/11/2017–14/02/2018

Junior Accountant

Kayem Consulting Limited, Santa Venera (Malta)

- Posting Sales & Purchases Invoices
- Posting Payroll
- Posting Bank Statements
- Reconciling Bank Statements
- Vat Returns

22/03/2017–31/10/2017

Accounts Assistant

Zampa Debattista - Certified Public Accountants, Mosta (Malta)

- Posting both sales and purchase invoices
- Bank reconciliations
- Issuing Invoices
- Issuing Annual Returns
- Issuing VAT Returns
- Preparation of close-offs for Audit
- Engagement letters
- Pay-slips and FS5's

2013–Present

Promoter

Go&Fun Energy Drink

- Demonstrate and provide information on promoted products/services
- Create a positive image and lead consumers to use it

- Distribute product samples, brochures, flyers etc. to source new sales opportunities
- Set up booths or promotional stands and stock products
- Sell product to passing customers and ask for feedback

10/10/2016–20/03/2017

Accounts Clerk

C.Fino & Sons Ltd, Imrieheh (Malta)

- Issuing of Sales and Manual Invoices
- Issuing of Lease and Rental invoices
- Issuing of Water and Electricity
- Posting SRVs
- Ability to perform filing and record keeping tasks
- Monthly stock check
- Assist in month end reporting procedures

23/08/2015–07/10/2016

Receptionist

C.Fino & Sons Ltd, Imrieheh (Malta)

- Answer and forward any incoming phone calls
- Greet customers and provide them with any help they need
- Update appointment calendar, and schedule meetings/appointments
- Register post
- Send thank you emails to all clients that visit the showroom daily
- Perform other clerical receptionist duties such as filing, photocopying, stock orders, leave, employees birthday, etc.
- Ability to be resourceful and proactive in dealing with issues that may arise
- Good communication skills, both verbal and written

2014–2015

Promoter

La Maltesa - Mozzarella Co.

EDUCATION AND TRAINING

2010–2015

St Clare's College, Pembroke (Malta)

Studied general subjects: Maltese, English, Mathematics, Physics, Physical education, Social studies, History, Geography, Religion

Optional subjects: Home Economics, Biology and Italian

Others: Dancing, Drama

PERSONAL SKILLS

Mother tongue(s)

Maltese, English

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
english	C2	C2	C1	C1	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

I am an active team player as well as a team leader. I find myself to be a very easy to ease in person within a team as well as being an outgoing, sociable person who can work on own initiative. Possess very good communication skills. I have also taken part in modeling competitions and also helped out on the running of some events.

Organisational / managerial skills

- Good team-leading skills gained as a dance assistant
- I have experience in leading dancing choreographs for certain shows
- Create schedules and meet deadlines

Job-related skills

I would describe myself as a motivated worker with a can do attitude and always looking to improve my skills in desired duties

Digital skills

- Microsoft office : Microsoft Word, Microsoft Excel, Microsoft PowerPoint.
- Internet Browsing
- Outlook
- Sage Software
- Opera Software
- Life Quote