**Alvin Newton Russell, West Bromwich**

All enquiries should be directed to Employer Engagement

Amy Kaur : 07875 221854 or email: [amykaur@3aaa.co.uk](mailto:amykaur@3aaa.co.uk)

**Interview Availability**

Please liaise with Amy Kaur for details (see above).

**Personal Profile**

I have applied for this apprenticeship in Accounts as it gives me the opportunity to show the knowledge that I have gained in my studies. This apprenticeships enables me to expand, develop and broaden my skills and knowledge to help me achieve my final goal.

My career goal is to become a financial manager one day. However, I believe that I need to understand the financial process and this apprenticeship will allow me to gain a better understanding of financial processes. I am able to process payments and receipts and record transactions into relevant journals and ledgers, this skills shows that I am able to accurately process receipts and payments without making any errors that may affect the trial balance. I am able to prepare initial trial balance and suspense accounts. This skills shows that I am able to create a trial balance and sing a suspense accounting to amend errors within the trial balance to make sure the trial balance is equally balanced. I am able to Complete bank reconciliation, this skill shows that I am able to reconcile bank stank and compare unpresented cheques and lodgements. Effectively using computerised accounting system, this skills shows that I am able to use the accounting tools in customers, suppliers, and bank and company hubs.

During my work placement I gained and developed on my current skills my tasks include posting to bank payment and receipts, managing the petty cash, bank reconciliations and finding ay disputes if it didn’t match to the records, other tasks I performed includes data sorting, restoring the imprest amount, creating a complete forecast using an incomplete forecast and trial balance and basic admin duties photo copying, scanning, printing, shredding and filing. The areas of accounts I recently completed my Certificate in Accounting allowing me the build fundamental ground in accounting and the topics that I have studied were processing bookkeeping transactions. Control accounts, journals and the banking system. Basic costing. Computerised Accounts and working effectively in accounting and finance. I have a basic understanding of tax and VAT.

**Key Skills**

* Team Work – I have played for my local football team Greets Green Albion for 5 years, during my time at the team I was able to develop on my team work and being as I was at the team for 5 years shows commitment.
* Strong IT Skills - I am proficient in all areas of the Microsoft package including Word, PowerPoint and Excel.
* Effective Communication – I had demonstrated this skill when I was volunteer at Alexander Stadium, my role was to support customers, providing them with excellent customer service and accurately answering any enquires.
* Accountancy minded – I have demonstrated these skills multiple times during college, as I have been shown to be competent in all my exams I have taken, including Bookkeeping, Costing and Sage.
* Confidence - I am able to speak to my customers/suppliers and colleagues in a manner that is understandable and appropriate.

**Education**

**3aaa Accountancy Birmingham**

If successful in securing a job they will be studying towards:

* AAT Level 3 (Accounts Preparation, Final Accounts Preparation, Costs and Revenues, Professional Ethics, Indirect Tax, Spreadsheet Software)
* AAT Level 4 (Financial statements, Budgeting, Financial Performance, Internal Control and Accounting Systems & Business Skills)

**Halesowen College of Further Education September 2015 – February 2016**

Certificate in Accounting

Level 1 Work Skills

Level 1 Customer Services

**George Salters Academy September 2010 – June 2015**

**GCSES:**

Maths Grade C

English Grade C

ICT Grade C

Business Studies Grade C

Photography Grade C

Science Grade B

**Career History**

**Sandwell Citizens Advice Bureau 7 March 2016 – Present**

Accounts Clerk/ Placement

I am currently doing work experience at Citizen Advice bureau, where I am performing admin duties including, photocopying, scanning, printing, shredding and filing. I am also responsible for Processing bank receipts, payments, Petty Cash, data sorting restoring imprest amount, checking cheques and pay-in slips, Report writing and presentation, Bank Reconciliation, Lodgements and unpresented cheques. During my time here I have developed my Independency, IT Skills, Team Working skills and Accounting skills.

**Hobbies & Interests**

During school I have achieved many responsibilities such as school prefect, school ambassador, sports captain and form captain, acquiring these roles has helped me to develop my leadership skills. I play football 3 days a week, this helps me to always improve on my team working skills and attend gym 2 times a week, keeping to a strict routine and dedication, during my free time I would spend it reading a book improving literature or finding a new hobby.

**References**

Halesowen College

Lisa Watton – Senor Tutor

Tel: 0121 602 7777

Email: [lwatton@halesowen.ac.uk](mailto:lwatton@halesowen.ac.uk)

Sandwell Citizen Advice Bureau

Eric Mills- Finance Manager

[Tel: 0121](Tel:0121) 596 2998

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