

SYLWIA NAWOROL

07403 646036

SYLWIANAWOROL96@GMAIL.COM LIVERPOOL

EXPERIENCE

ACCOUNT ASSISTANCE SAPUTO ; KIRKBY JUNE2023- PRESENT

As part of the Kirkby Finance team my duty was :

- Produce timely accurate daily, weekly and monthly management reports, KPIs & reconciliations within the specified timetable.
- Monitoring and reporting of waste and other cost variances.
- Help drive financial awareness, cost control and understanding at the site to ensure that all employees are focused on reducing costs in everything we do.
- Reacting to ad-hoc demands for management information, and deal with queries from internal and external customers.
- Ensuring the site operates within Group Financial policies for the minimum level of financial control.
- Use the company's ERP accounting system (Microsoft Dynamics AX), entering transactions, posting journals, reconciling accounts, and producing a range of reports.
- Do the basic elements of double entry bookkeeping and accounting standards required to process financial documents and report financial information to users of accounts.
- Support the reconciliation of Fixed Asset WIP schedules and maintenance of the Fixed Asset register including asset verification
- Support the reconciliation of the general ledger in production of Monthly Management Accounts
- Supporting the periodic forecasting outlook.
- Assist the Management Accountant with analysis of production variances, stock variances, cycle counts, and production of KPI's.
- Assist the Finance Accountant in preparing the site overheads analysis.
- Analysis and reconciliation of purchase orders, receipts, accruals and prepayments.
- Raising sundry sales invoices and purchase orders.
- Provide cover for the Finance Team during holidays.
- Gather, analyse and report information about expenditure to support decision-making, planning and control.
- Other Ad-hoc projects and duties as required

ACCOUNT ASSISTANCE TRATOS LTD ; KNOWSLEY JULY 2022 - JUNE 2023

Accounts payable duties:

Receiving invoices via post and email.

Matching the invoice to the Purchase Order where relevant and scanning invoices to the system

Seek approval of invoices across different departments.

Preparing the invoices for the payment run and coding to the bank on a fortnightly basis.

Query invoices with suppliers if there was an issue and resolving with the relevant department.

Supplier statement reconciliations, requesting copies of any missing invoices or advising that a payment had been made

Sending remittance advices to suppliers

Preparing the purchase ledger analysis reports for month end and meeting those deadlines.

• **Accounts receivable duties:**

Emailing invoices to customers on a daily basis.

Dealing with customer queries, for example sending POD's, providing copy invoices as requested.

Customer statement reconciliations.

Preparing information for the month end for the Finance Director. Monitoring the accounts payable and receivable email addresses and forwarding to the relevant department or dealing with directly.

Setting up new customers and suppliers on the accounting system.

• **General duties:**

Dealing with the post/ parcels and distributing to departments on a daily basis.

Welcoming visitors and ensuring they were signed in to ensure health and safety records kept.

Looking after visitors when any meetings were held in the Academy room. Directing drivers to the relevant area for goods inward and advising the department that a delivery

Answering the telephone and transferring to relevant department. Taking telephone messages

Assisting the Sales Team with additional workload such as scanning and filing, matching POD's with advice notes and Purchase order.

General scanning and filing

**CUSTOMER & OPS ADMINISTRATOR, DENHOLM UK LOGISTICS; LIVERPOOL
APRIL 2021 - JUNE 2022**

- Regularly responding to client requests and enquiries via telephone and email.
- Managing and updating the company systems to maintain up to date information.
- Provided administrative support to customer service and management when necessary.
- Completed basic administrative tasks including, but not limited to, photocopying, filing, faxing, emailing and answering telephone.
- In charge of ordering clothing and PPE for drivers.

- Complete daily paperwork including: PODs, passing invoices and documents for the office staff and drivers.
- Regularly check the yard for trailers and provide reports.
- Dealt with the duty documents for the Port of Liverpool.
- Competent in the mentioned systems: TOPS TMS system, Renault Vehicle and Trailer Tracker, Microsoft Office Suite and PalletForce.

**WAREHOUSE TEAM LEADER, DECATHLON;
NORTHAMPTON SEPT 2020 - APRIL 2021**

- Accurately pick and process orders for stores and the .com customers.
- Receiving and processing goods that arrived from the stores' European bases.
- Ensuring stock reports were accurate and maintaining inventory.
- Internal contact with the network to resolve any issues that may arise.

**ADMINISTRATION CLERK & RECRUITER, IFCO;
WELLINGBOROUGH JAN 2019 - JAN 2020**

- Managing an office's general correspondence, including phone calls, emails and faxes.
- Developing and maintaining an effective filing system.
- Scheduling appointments for members of staff.
- Operating office equipment: printers and keeping good stock office supplies as needed.
- Maintaining a positive working relationship with suppliers and clients.
- Managing travel and accommodation bookings for staff members.

**SECURITY OFFICER, MORRISONS; NORTHAMPTON
JAN 2018 - JAN 2019**

- Protection of merchandise, property and assets.
- Creating a safe and comfortable working environment for employees and visitors.
- Directing emergency vehicles and other traffic if a major incident occur.

- Responding to emergency situations as they arise.
- Accurately reporting all incidents to senior management.
- Preventing and detecting any offenses onsite.
- Producing written reports for management.
- Monitoring and operating the CCTV.
- Undertaking investigations into reports of offenses.
- Liaising with the emergency services to resolve issues and maintain security.
- Checking and validating business visitor credentials.
- Operating the switchboard.

EDUCATION

NEW SKILLS ACADEMY ONLINE:

Level 3 Admin, PA and Secretarial Diploma - pass Level 2 & 3

Customer Services Diploma - pass

Office Management and Reception Diploma - pass

II LICEUM OGOLNOKSZTALCACE: 2014

Matura (Certificate of Maturity) - equivalent to British A-Levels Math,

Physics, IT, English & Polish. English Language (C), English

Literature (C), Physics (C), Mathematics (B), I.T. (B), History (B), Art(B), Polish (A)

SKILLS

- Have a SIA Door Supervisor & Front Line License.
- Have a full 5 year checkable history.

REFERENCES

Available upon request.