

REBECCA BERRY-HAWORTH

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I am a reliable and punctual employee. In my current job, in 6 years I have gone from being an apprentice to being a team leader for the finance team and assisting the finance manager. I am a fast learner and am always open to learning something new. I am always putting in 100% and ensuring that tasks are completed within the required timeframe.

EXPERIENCE

APRIL 2016 – AUGUST 2017

ASSISTANT MANAGER, THE COOKING POT

I help with most of the Managers tasks. Some of these are completing the books, opening up the shop, paying the staff and maintaining the standard of Health and Hygiene. Within the job, I also cook, clean and serve the customers. In my own time, I also organize and calculate the businesses receipts to find what is being spent on the business each month.

NOVEMBER 2016 – MAY 2017

ASSISTANT TEACHER, MEADOW HEAD JUNIOR SCHOOL

Blackburn, Lancashire – November 2016/May 2017 Within year 10 of High School, I participated in doing work experience at a junior school. This was voluntary. I helped the students with their mental math and their day-to-day life at school. This included helping with their overall learning.

JULY 2016 – AUGUST 2016

VOULENTEER, NIGHT SAFE

In 2016, I participated in the NCS program which involved doing voluntary work and also charity work. the charity and organization I chose as night safe. we volunteered there for a day, and we raised money for them by doing a sponsored seat sit in the Blackburn Rovers football ground.

SEPTEMBER 2016 – CURRENT

ACCOUNTS TEAM LEADER, INGLENOOK INNS AND TAVERNS LTD

In September 2017, I started working as an apprentice in the accounts department in the above company. I, as part of the accounts team, help manage the accounts for pubs all around the country. Daily, I input invoices onto sage, produce journals for every pub we manage and as well as this, answer any queries managers have either via phone or email. Within this job, you needed to have good time management and be calm and professional in all situations in which I feel I do well.

As time went on, my knowledge started to expand and I am now completing all month end journals such as accruals, prepayments, closing stock. I complete the month end reconciliation and am completing month management accounts for 3 companies. I have covered many areas within the company in which i cover for colleagues when they are on annual leave. I cover for the finance manager, credit control, admin and purchase ledger clerk.

I am the Team leader for a team of 5 which include Credit control, Purchase Ledger, Sales Ledger and admin.

EDUCATION

2016

WALTON-LE-DALE HIGH SCHOOL

Mathematics B

English Language A

English Literature B

Core Science B

Additional Science B

History B

Art B

ICT L2 Merit

Geography C

Religious Studies C

Geography C

2022

AAT, REMOTE

Level 4

Currently studying for my first exam of CIMA

ACTIVITIES

I enjoy going on walks and socializing with friends.