

CAROLINE BENNETTON

Cjbennetton60@gmail.com

07354722836 | LinkedIn profile- caroline-bennetton-1233b0b1

Personal | A BA (hons) accounting and financial studies undergraduate,

Statement keen to begin my career after I have completed my degree at  
The University of Central Lancashire.

I am a self-motivated individual and can work effectively  
within a team. I can plan my workload to strict deadlines ensuring  
complete accuracy throughout.

Experience |

Job title: Financial Administrator

Name of Employer: Perspective (North West) Ltd

Address of Employer: Lancaster House, Ackhurst Business Park, Foxhole Road,  
Chorley, England, PR7 1NY

Start / End date: 28th August 2023 to 11<sup>th</sup> September 2023

Role Description

The key duties of the role are listed below:

- Taking phone calls, inquiries and requests, and handling them where appropriate
- Client correspondence, written and verbal
- Processing New Business
- Preparation of client review packs
- Arranging client meetings and managing the Adviser's diary
- Illustration requests
- Back-office support
- Ensure that all financial planning client administration is carried out in accordance with the Firm's procedures
- Maintain client records on the company software and ensure the client and firm's files are

well presented, accurate and compliant

- Due to the nature of the business, the role may also include additional responsibilities considered reasonable

Job title: Retail assistant (temp)

From: to November 2015-December 2015

Name and address of employer: Bargain booze, Pall mall, Chorley, Lancashire, PR7 3HL

Role description: Serving customers, carrying out stock replenishment, checking that the end balance on the till is always correct after every shift and working as a team.

Resolving customers and suppliers' queries via phone and in person.

Taking cash and card transactions accurately.

Job title: Kitchen assistant

From: to September 2015- November 2015

Name and address of employer: Coniston house care home, Coniston road, Chorley, Lancashire, PR7 2JA

Role description: Cooking and serving breakfast, assisting with dinner time prep and serving, cleaning the dishes after every mealtime, cleaning the dining room after every mealtime.

Job title: Part-time cleaner

From: to April 2015-September 2015

Name and address of employer:

Gillibrand primary school, Grosvenor Road, Chorley, Lancashire, PR7 2PJ

Role description: Cleaning of all tables in year one to six, hoovering of all carpets, mopping of toilet floors and cleaning of every toilet and emptying of all bins when needed.

Job title: Catering assistant

From: to February 2007-April 2007

Name and address of employer: PGL Travel Ltd, Dalgusise house, Dunkeld, PH8 0JX

Role description: Following a rota set out by the kitchen manager, working either in the serving area during mealtimes or in the pot wash, cleaning of either all the dining room or kitchen and ensuring effective teamwork always.

Gaps in employment:

During 2008-2015 I was a stay-at-home mother

During 2003-2007 I was employed through various agencies one being meridian business support

Packing goods into boxes and crates. Loading finished goods onto crates

Education |

University of Central Lancashire September 2019- June 2023

Accounting and Finance (BA hon) 3<sup>rd</sup> class hon degree

Runshaw College, Euxton Lane, Chorley September 2018-July 2019

Advanced diploma in accounting Level 3

Runshaw College, Euxton Lane, Chorley September 2017-july 2018

Foundation certificate in accounting Level 2 (distinction)

Parklands high school September 2001-December 2002

Chorley

Holy cross high school September 1998- June 2001

Chorley

Personal Interests | In my spare time, I enjoy spending time with my children, watching films and assisting with their homework. I also enjoy reading and keeping myself updated with local and national news via social media platforms.

References	Jag Parekh (level 3 accounting tutor)	Susan Lewis (senior lecturer)
Runshaw Adult college		Uclan
Euxton Lane		Fylde road
Chorley		Preston
Lancashire		PR1 2HE
PR7 6AQ		
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