

Curriculum Vitae
Anisa Mirza – North Manchester
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- I am a well-motivated, loyal, and enthusiastic individual
- I am a quick learner who can absorb new idea rapidly
- I have professionalism, integrity, honest & I am ambitious
- I can work as part of a team and as well as on my own
- I am reliable, have excellent communication skills and is hardworking
- I have great work ethics, friendly, punctual, take pride in the work I do
- I am an excellent team player, organised, dedicated and who takes initiative
- I have excellent computer skills take pride in my work and give 110% focus

WORK EXPERIENCE

Senior Credit Controller

Seamark / IBCO Ltd

Manchester

May 2022 – Nov 2022 (Contract)

Duties Include:

- Building brand reputation with clients
- Implemented new process to the business
- Identified improvements changes regarding key processes for internal controls and accounting procedures
- Developed forecasting tool to analyse revenue
- Monitoring and reviewing changes & improvements to ensure effectiveness
- Dealing with multiple currencies Euro, GBP & Dollar
- Productively reducing debtors days
- Take accounts legal if required
- Monitoring accounts putting on stop if required
- Allocating payments e.g. Bacs, Cheques & Cash
- Working closely with the directors assisting them
- Dealing with Seamark invoices – Systems used SAGE
- Taken ownership of debtor ledger of 500 accounts
- Working with the sales teams regarding the account issues
- Setting up new accounts/ increasing & decreasing credit limits
- Raising & processing credit notes
- Chasing clients for payments via phone calls, emails & overdue letters

Credit Controller/Sales Ledger

Various Short-Term Contracts

Manchester

November 2021 – May 2022 (Contract)

Duties Include:

- Raising purchase orders
- Issuing customer statements
- Process invoices / credit notes
- Posting general ledger journals
- Processing credit card payments
- Opening new customer accounts
- Ordering stationery/office supplies
- Dealing with queries via email and calls
- Debtor chasing and dealing with suppliers
- Reconciliation of bank accounts across currencies
- Responsible for correct daily allocation of cash received
- Identifying and escalating any underpayments on remittance
- Building relationships with customers & timely resolution of queries
- Posting receipts in efficiently dealing with multiple accounts & currency
- Responsible for accurate timely processing and raising of sales invoices
- Responsibility and ownership for the sales ledger and outstanding debt

Senior Sales Ledger Administrator

Wienerberger

Manchester

June 2021 – October 2021 (Contract)

Duties Include:

- Dealing with POD's
- Produce a stop list accounts
- Systems used SAP/Outlook/Teams/Excel
- Produce credit notes timely and accurately
- Ensure invoices are posted to customers daily
- Ensure credit stopped orders are processed promptly
- Contacting customers via phone/email to chase overdue amounts
- Recording of cash receipts is carried out promptly & accurately daily
- Ensure logging of invoice queries is accurate and items are filed correctly
- Ensure all receipts are posted accurately to the sales ledger and correctly filed
- Dealing with invoice queries in procedure and ensure processing is kept up to date

Credit Controller

Mawdsleys Brooks

Manchester

August 2019 – June 2021 (Perm)

Duties Include:

- Chasing overdue debt
- Put accounts on stop as & when required
- Send monthly reminder letters for overdue debt
- Develop & maintain a debtor escalation process
- Processing payments and reconciliation of invoices
- Coordinate customer credit or refunds when required

- Requesting remittance advices from customers/depots
- Dealing with sales ledger & purchase ledger enquires
- Take payment over the phone and set up DD payments
- Allocating daily cheques/BACS to correct customer accounts
- Systems used Awards, Open Accounts, Teams, Excel & Outlook
- All requests for copy statements are dealt with in a timely manner
- Proactively managing and collecting debts from company debtors
- Create new credit limits using Experian & setting up new accounts
- Posting of customers payments received daily e.g. Dollars/Euros/GBP
- Resolving queries both internally and externally regarding payments and invoices
- Preparing statements, client status reports and other relevant information as required

Credit Controller

Peninsula (Portfolio)

Manchester

March 2018 – August 2019 (Contract)

Duties Include:

- Credit check new customers
- Obtaining expected payment dates
- Issue credit notes to clients when required
- Chase overdue Invoices via telephone & e-mail
- Sending out customer statements at month end
- Posting and allocation of cash to client accounts
- Issue reminders, warning/legal letters when required
- Allocation of credit notes or payments, where required
- Uploading sales invoices to the company's bank system
- Post sales invoices on to sage daily and send Invoices to clients
- To assist with monthly sales ledger reconciliation when required
- Chase remittances from clients and arrange allocation of payments
- Update aged debtor reports with customer communication was taken
- Contacting customers for the overdue accounts via telephone/email/letter
- Liaising directly with our third-party contacts (solicitors and debt agencies)
- Liaising with service account managers of issue accounts/delay in payments
- Set up new customer & credit accounts on SAGE & use other in-house systems
- Dealing with customers regarding queries e.g. invoice received & approved processed

Credit Controller

Vital Human Resources Ltd (Part of the Morson Group)

Manchester

July 2017- March 2018 (Contract)

Duties Include:

- Systems used SAGE
- Dealing with QS queries
- Assisting in Account Reconciliation

- Preparing interim and final accounts
- Assisting in maintain the sales ledger
- Commercial queries internal and external
- Dealing with Applications, Invoicing & Self-Billing
- Assisting in maintaining the unbilled ledger e.g. WIP
- Liaising with the Account Manager regarding overdue debt
- Liaising with clients for payment approval and query resolving
- Reduce the monthly overdue ledger and minimise the bad debt write offs
- Ensuring all documents invoices/timesheets/ applications filed and maintained
- Contact customers by phone, email, and letter to collect outstanding payments
- Capture details of disputed invoices, record the query details update on system
- Record promises to pay follow up to ensure payment are made at the time promised
- Maintain unallocated cash and including allocating cash from the bank statement daily

Various Short-Term Agency Temporary Contracts Prior

Moved to Manchester from Scotland at the end of 2015 started working in 2016 doing temp agency contracts short term contracts.

From graduating I had been working in Royal Bank of Scotland till 2012 then started to work for Scottish Widows from 2012 – 2015. Worked in Sainsburys from 2006 – 2012 part time whilst at university.

EDUCATION

BA Hons in Business Management
Edinburgh Napier University
2006 - 2009

Business Accountancy HND
Telford College
2002 – 2006

References Available on Request