



WERONIKA CNOTALSKA



EXPERIENCE

Payroll administrator /Bookkeeper Fawcetts, Chartered Accountants and Business Advisors - Salisbury
03/2023 - 04/2023

- Work experience placement where I was able to gain knowledge of
- Delivering compliant, accurate monthly payroll and associated pension schemes using Moneysoft Payroll Manager
- Reconciling bank and credit card accounts using Xero software.
- Processing transaction documents, verified entries and compared system reports to balances.

Equity release - advanced agent Key Group - Preston
03/2022 - 02/2023

- Equity release company where I was able to gain experience in the financial sector using the company systems
- Liaised with clients to determine their expenses, income, financial objectives allowing them to get tailored equity release plan.

Customer Service Assistant NCO Europe Ltd, NHS Test & Trace - Preston
07/2021 - 12/2021

- Government-funded service where I delivered advice regarding isolation to people who were identified as close contacts of people who tested positive for COVID-19 in order to help prevent the spread of the virus in England.

Volunteer Worker Hospice Charity Shop - Salisbury
01/2016 - 07/2016

- Charity shop where I volunteered to help every weekend on Saturdays.



SKILLS AND QUALITIES

- Analytical problem-solving
- Excellent communication
- Organisation
- Payroll calculation
- Xero, Payroll Manager Money Soft
- Team player
- Compliance



EDUCATION

Diploma of Higher Education: Asia Pacific Studies
University of Central Lancashire 2021

📍 Preston
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Friendly and motivated team player with professional demeanour and superior attention to detail.
I'm ambitious, well-organized, reliable and easily adaptable, as well as honest and hard-working. I like taking up new challenges.
I am a quick learner and committed to self-development.

INTERESTS

I enjoy sports especially horse riding, love animals and I like spending my free time on art and photography.

Diploma of Higher Education
Peter Symonds College - Preston, Winchester, 2019
Law, Psychology and Sociology

St Edmund's Girls' School - Laverstock, Salisbury, 2017
B grades and above - including maths and English)

REFERENCES

Referees Available on request.

LANGUAGES

English, Polish: First language