

# Michele Bellamy

Preston PR2 9fn

[shell68bells@hotmail.com](mailto:shell68bells@hotmail.com)

+44 7593 947241

Proactive, enthusiastic and hardworking individual, I have years of experience in customer services. In the past, I have successfully run two businesses with my ex-husband.

My strength lies in my ability to prioritise and organise effectively and pull out all the stops to get the job done. I am able to communicate with a range of individuals from clients and customers to suppliers and colleagues as well as members of the public.

I am looking forward to taking on a role that enables me to use my strengths and skills while contributing to the organisation.

## Work Experience

---

### **Purchase Ledger Clerk**

FI Real Estate Management - Chorley

January 2024 to April 2024

The role involved processing invoices and setting up payments.

- Using Qube and Opera software to process invoices.
- Managing the e-mail boxes and personal e-mails and dealing with any queries.
- Doing Statement Rec's and setting up payments for the weekly payment runs and any ad hoc payments.
- Dealing with Euro payments.
- Working within a team.

### **Purchase Ledger Assistant**

J&M Civils Ltd - Preston

November 2023 to January 2024

The role included working with in a team of 2 processing invoices.

- Coding Invoices and processing them on SAGE.
- Dealing with e-mails and any queries.
- Dealing with any telephone queries.
- Chasing up Purchase Orders.
- Doing Statement Rec's and setting up Payment Runs.

### **Purchase Ledger Clerk**

General All-Purpose Plastics (GAP) Ltd - Blackburn with Darwen

June 2023 to November 2023

Working with a small team processing invoices for payment. The role included.

- Working within a team of 6.
- Using both Sage and Sap software to process invoices.
- Dealing with Purchase Orders.
- Speaking with different Depo's chasing queries and PO's.
- E-mails queries.

- Dealing with telephone queries.
- Completing Statement Rec's ready for the Payment runs.

### **Purchase Ledger Clerk**

Johnsons Workwear Ltd - Preston  
March 2023 to June 2023

Working within a small team processing and coding invoices.

- The job included coding the invoices and processing them onto the software.
- Doing Statement Recs and setting the payment ready for the monthly payment runs.

### **Accounts Payable Clerk**

DNATA Gold Medal Travel - Preston  
September 2021 to February 2023

Working in the accounts payable overheads team where I deal with invoices on a day to day basis. The role also involves:

- Processing invoices
- Reconciling statements
- Working within a team
- Dealing with suppliers over the phone
- Communicating with other departments
- Using Microsoft teams
- Dealing with invoice queries and purchase orders.
- Dealing with customer queries.
- Using Sage software & Microsoft excel.

### **Sales Admin Clerk**

Customer Services - Lytham St. Annes  
June 2021 to August 2021

The role involves working within a customer service environment, offering hands-on support as required. I have effectively used my communication skills to fulfil my duties, which include:

- Dealing with telephone calls and customer queries, scheduling customers using CRM
- Preparing job information, liaising with engineers
- Responding to e-mails
- Placing purchase orders with suppliers
- Chasing up payments
- Keeping all invoices up-to-date on QuickBooks
- Maintaining QuickBooks
- Producing monthly reports

Senior Moments Healthcare  
April 2021 to June 2021

The role involved providing day to day care to the elderly in their own homes, in keeping with Covid safety guidelines as laid out by the organisation. Like all my previous roles in care, this too demanded a huge sense of responsibility, commitment, patience and conversational skills, as well as the ability to get along with a diverse range of people.

- All aspects of personal care.
- General housework, including food shopping
- Handling medication

- Recording all activities undertaken during the visit.
- Following all guidelines and procedures as laid out in the Care Plan.
- Ensuring all tasks needed were done to the highest standard.

Farrell Healthcare Lytham St Annes  
December 2020 to April 2021

The role involved providing day to day care to the elderly in their own homes, in keeping with Covid safety guidelines as laid out by the organisation.

- All aspects of personal care
- General housework, including food shopping
- Handling medication
- Recording all activities undertaken during the visit
- Following all guidelines and procedures as laid out in the Care Plan
- Ensuring all tasks needed were done to the highest standard

ICCM Care Company Telford  
July 2020 to December 2020

The role involved working as part of a team to help support an individual client with a life changing spinal injury. Duties included all aspects of personal care, which required a lot of moving and handling using a slide sheet and an overhead ceiling hoist. The day shifts involved working in a team of two personal assistants.

- Administering diabetic medication alongside other medication
- Helping the client to go about their day-to-day tasks in their own home
- All aspects of housework and food shopping
- Recording all medication and activities undertaken during the day in accordance with the guidelines

Farrell Healthcare Lytham St Annes  
February 2020 to July 2020

The role involved providing day to day care to the elderly in their own homes. Helping support them to stay independent for as long as they wish.

- All aspects of personal care
- General housework, including food shopping
- Handling medication
- Recording all activities undertaken during the visit
- Following all guidelines and procedures as laid out in the Care Plan
- Ensuring all tasks needed were done to the highest standard

## **Company Secretary**

Great Eccleston Fish Bar and Licensed Restaurant and Bellamy's Fish Bar - Carleton  
2008 to July 2020

My ex-husband and I took over these businesses in 2008. Prior to that for about two years, we worked in partnership within the same business, fulfilling the same responsibilities. Apart from my core duties (listed as follows), I took on any and every job required to help the businesses run successfully. This was all done while also bringing up my two children. Up until July 2020 my main duty was to do the accounts and bookkeeping within the business. I have SAGE account experience which I used on a daily basis to undertake the payment of bills for the business along with entering all invoices and reconciling bank statements I also entered all the daily takings sheets onto MICROSOFT EXCEL and onto SAGE. This was done alongside my role as a care assistant.

- Giving highest priority to customer service, ensuring their orders and requirements were fulfilled to their satisfaction
- Ordering and purchasing stock for the shop from suppliers
- Handling money and completing weekly invoices on Sage
- Managing staff, for example, making sure they were well put together and carried out their duties to the required standard within the allocated time
- Managing the back of the shop, prepping food and tidying up as required

### **Care Assistant**

Helping Hands - Preston

May 2018 to August 2019

The role involved providing personal and day-to-day care to elderly and vulnerable individuals in accordance with the NICE social care guidelines.

- Offering physical and emotional support to clients. For example, giving them a shower, tidying up their house, shopping and cooking for them, as well as being an active listener and providing them with the cheerful company that they need.
- Handling medication
- Recording activities undertaken during the visit
- Following procedures and guidelines for escalating issues that may crop up during the visit
- Ensuring all the tasks required of me are completed within the allocated time

### **Volunteer**

CRUK Charity Shop - Lytham

February 2018 to August 2018

The role involved managing the shop floor including, dealing with customers, manning the till, tidying up, window dressing and handling stock.

### **Counter Assistant and Beauty Consultant, Boots**

1987 to 2001

The role involved managing over-the-counter medical products and cosmetics, ensuring the shelves are stocked and the area is clean and tidy. I demonstrated team spirit, working effectively with my colleagues. Over the years I grew in this role and was chosen to build on my skills in beauty and cosmetics through various training courses. This helped me further in offering the right advice to customers looking for beauty products and making sales to meet targets.

Other Information

- Full, clean UK driving license and access to a car
- An outdoorsy, social person who enjoys physical activity
- House proud and enjoy cooking meals from scratch, entertaining and spending time with my children and dogs