

Finance Assistant CV Examples - Template

Your name -tel number

1 Job Hunter Way, Employmentville, UK. EM1 5LO

Your email address here

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Professional Profile I am a knowledgeable and helpful Finance Assistant. I love to crunch the numbers and ensure that the money is in the right place. Whether it is creating documents to show how profitable the company is, or chasing a client who owes money, I can handle all aspects of finance.

- Presentable.
- Sensible and practical.
- Approachable and Friendly.
- Focussed and attentive.
- Highly organised.
- Confident.
- Friendly.
- Flexible.
- Adaptable.

Professional Qualifications.

BTEC in Financial Practice.

Work History

January 2010 - Present

Finance Assistant, Harrington's, London

Working in this small local 30 bed hotel as a financial assistant saw me assist with the budgeting of the hotel business. It was my duty to ensure that the pricing of the rooms and sundries was beneficial to the business, but met the costs required. I would also have to chase business accounts that had not been settled or where there were after charges such as cleaning charges following check out. I would also have to pay accounts due to suppliers.

January 2008- January 2010

Finance Assistant, Stocks and Shares PLC, London.

As a Finance Assistant in this large stock trading company saw me in charge of ensuring that all client accounts were up to date and paid out or paid into where required. I was also responsible for creating graphs of data to ensure that all the investment options we offered were profitable for our customers to avoid selling underperforming stocks.

January 2007 – January 2008

Finance Assistant, Diggers Debt Collectors, London

Working for this busy debt collecting service it was my duty to ensure that where clients owed money I tried to offer them an affordable and fair option to clear the debt. This would involve examining the clients in and outgoings to identify areas they could cut back on spending, and offer money to pay the debts off. Compassion and confidentiality were a must in this sector.

Education

GCSE 10xA Grades including English, Maths and Science.

Londonberry Comprehensive School

London

2001

References

References are available on request, or in writing to the above previous employers.

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