

# Purchase Ledger Clerk 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 an experienced and well trained Purchase Ledger Clerk. I am capable of preparing supplier reports, resolving queries on the ledger, scheduling supplier payments, printing accounts payable reports and preparing customer invoices.

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

**Professional Qualifications.** HND in Finance.

## **Work History** **January 2010 - Present**

Purchase Ledger Clerk, Shoes The Chemist, London

Working in this large high street chemist chain as a Purchase Ledger Clerk it was my duty to keep track of all the invoices from suppliers to ensure that they got paid correctly and on time, as we dealt with hundreds of suppliers and the invoices were always in the thousands it was important to ensure that these were maintained correctly. I would then have to chase up any stray payments or queries from the suppliers if there were payment issues.

## **January 2008- January 2010**

Purchase Ledger Clerk, Sallies Sweets, London.

As a Purchase Ledger Clerk in this large sweet shop it was my duty to ensure that the stock levels were correct as per the customer invoices, to ensure that no stock was missing or unaccounted for. This would mean making sure the amount of stock matched what was sold or spoiled. I was also responsible for ensuring that suppliers got paid for supplying stock.

## **January 2007 – January 2008**

Purchase Ledger Clerk, Venus, London

Working for this large electronics firm it was my duty to check records of items sold and ensure that the suppliers had been paid for the goods on time, and that the stock levels were correct. As a lot of the goods we sold were high value it would often transpire that staff were taking goods, or marking goods as damaged where they were not. It was my job to ensure that all stock was accounted for.

**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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