

Teresa Sucharzewski

Personal Information:

Having trained and worked within various finance related positions in previous roles, I am now studying toward s my AAT Level 4 at Ealing College. I am specifically training on Xero as I have been away from finance for some years and wish to refresh my experience using the latest technology. I would like to secure a role were I can offer a flexible approach in ad-hoc support in regards to the coding of invoices, credit control and any related tasks up to trial balance that AAT qualifies me. Also gaining experience in various roles will strengthen my knowledge.

Education History

2022-Present	Ealing College, Ealing	AAT Level 4
1995-1997	Uxbridge College	AAT Foundation / Intermediate / Technician
Notre Dame High School		O' Level 3

Employment History

2010 – Present	Sensory Panellist	Uxbridge Employment
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This is a long-term position with a company Firmenich. We are trained in analysing various fragrances from aircare, haircare, body, laundry and fine fragrances. Even though it is a consumer panel but more experienced as we analyse what fragrances the product contains and their intensity.

2017 – 2023	Customer Services Assistant	RSVP
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It is a call centre based in Canary Wharf where it is customer based. Calling past customers, dealing with emails on various accounts at the time.

2009-Apr 2015	Marketing/Finance Assistant	TC Ltd, Uxbridge (part-time)
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Sending various literature including mugs to various clients, also assisting around the office with filing. Instrastat reporting on a monthly basis. Entering and updating the client database. Franking the post and use the online business account for sending multiple packets and large letters. Ensuring that monthly statements and daily invoices are also sent. Entering GRN's onto Sage 100. Systems also used Informix, excel and word.

2007-2009	Special Needs Child Support	ASAP, Greenford
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Escorting special needs children to and from school in the minibus.

2005-2006	Data Entry	R&J Recruitment, Hayes
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Entering manifests and general data entry for the deliveries of the day. Circa 100 -130 per shift.

2000-2005	Finance Assistant	Badenoch and Clark, Slough
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Various long term temporary assignments covering purchase, sales ledger and credit control within various very well-known businesses.

1998-1999	Purchase Ledger Clerk	Polymark Technotronics, Wembley
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Posting invoices onto the system. Reconciling bank statements for sterling, dollar, french franc, peseta, euro a/c's. Preparing invoices for payment and a computerised as well as a manual cheque run. Petty cash. VAT returns every quarter.

1996-1998	Sales Ledger/Credit Control	Seagate Software, Ealing
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Produce sales ledger invoices for training, consultancy, software sales. Prepare monthly reports for the above and reconcile them to the general ledger. Petty cash in sterling and Saudi dirhams. Bank reconciliation for sterling, US dollar a/c's. Expenses for employees. Chase debtors.

1996-1996

Finance Assistant

Dong-Ah Construction, Hounslow

Prepare LOC's. Prepare monthly bank transfers for employees working overseas (salaries), transfer payments into bank accounts.

1992-1996

Finance Assistant

International Currency Exchange,

Heathrow

Produce a spreadsheet from the inhouse report detailing transactions of the various branches across the country. Bank reconciliations and purchase ledger. Reports had to reconcile to monthly report and to the general ledger. Had two monthly deadlines.

References available on request