

Raymond Huynh
Production Accountancy

Birmingham, West Midlands Tel: 07727129540 Email: raymondhuynh@live.co.uk

Profile:

Diligent and professional with a high level of problem solving, language and financial knowledge and expertise in Oracle, Sage and CODA finance systems. A quick learner, able to acquire new skills and experiences and adapt in any environment and relish any opportunity to learn and overcome new challenges.

Competent in managing budgets, creating periodic financial reports, raising purchase orders, coding invoices and credit card and bank reconciliations.

Credits

<u>DI Ray Season 2</u> <u>HTM Productions</u> <u>March – April 2023</u>	Role: Production Runner	Production Manager: Adam Pursey
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Career Summary:

January 2021- Present **Vaccinator / Covid Programme Administrator - Dudley Group NHSFT:**

Adhering to guidelines and procedures by Joint Committee on Vaccination and Immunisation to ensure patients are vaccinated safely

Educating patients on vaccine information, side effects and any concerns they have. Working within a team to coordinate workflow and support them. Also training newer colleagues in using booking and patient record systems.

March 2018 - September 2019 **Finance Institute Administrator, University of Birmingham:**

Advising and explaining financial reports to Principal Investigators (academic researchers aka PI) who have grants of up to £5mil from NIHR, Cancer Research & BHF and more; Conveying important financial information and budget overview to senior colleagues and PIs in an easy to understand format and constructing monthly management account reports and meetings to highlight any issues to allow decision to be made such as vire spend or inform founder of changes.

Planning budgets and checking budget requirement to proceed with payments for expenses and POs

February 2016 - March 2018 - **Financial Services, University of Birmingham, Medical School:**

Raising purchase orders for research and teaching in a timely manner to procure equipment or consumables for research and innovation

Invoicing, credit notes, checking VAT on orders, delivery notes and purchase ledger control to ensure good working relationships with suppliers and credit card and bank reconciliations.

Education:

Drama & Scripted TV Bootcamp, University of Birmingham 2023

LAO Level 2 Certificate in Principles of Business and Administration (QCF)

1st Class Pass Sage Line 50 Computerised Booking

1st BA Honours Accounting and Finance Oxford Brookes University

Skills

Working towards deadlines such as financial year end, independently and as part of a team.

Conveying financial information to people without financial knowledge.

Training colleagues to utilize new software such as Oracle by creating step by step tutorials.

Additional Information:

- Proficient in MS Office packages including Word, Excel (Intermediate Vlookup / index match / formaulas) and Outlook.
- Oracle, Sage 50, CODA and Proactis.
- Learn to use a various number of finance in-house software for specific roles and tasks.

References available on request