CONTACT

Tel:
07999 35 99 30

Email
Sean@soundswicked.com

Address:
West Kensington
London
W14 OLJ

SKILLS:

Management
Team leadership
Extremely organised
Full UK Driving Licence
Conflict resolution
Strong verbal
communication skills
Creative problem-solving

SOFTWARE

MS Office
Sage line 50
Photoshop

Transferable Skills

Time Management
Payroll Giving
Marketing & Promotions
Bookkeeping & Accounting
Budgeting & Project
Accounting
Project Management
Business Advisory
Mentoring and Training
Marketing Research

Sean

PROFESSIONAL SUMMARY

A professional business candidate, with over 8 years of accountancy experience,. Who is reliable, result driven and pays attention to detail. Compassionate towards customers needs, therefore providing customers with service satisfaction.

Young business enterprise   **London**
Business mentor/Adviser

- Successfully managed a group of 25 students with business start-ups
- Achieved second place in the regional finals
- Been accredited as being one of the most successful mentors and advisers that young enterprise has employed

Sickle cell society   **London**
Internal Auditor/Accountants assistant

- Executed trial balance with the use of sage Line 50 and balanced balance sheet
- Successfully carried out payroll giving for 15 employees un assessed
- Audited a 1.5 Million pound charity and implemented formulas for account manager to make their job easier
- Liaised cross-departmental with finance directors and owners
- Executed accurate budgets for fund raising departments events

MIND   **London**
Marketing & PR Assistant

- Accessed new markets and created awareness of the cause with the designing and distribution of promotional material
- Created 55% more awareness amongst the public and business sectors
- Developed a tailored marketing campaign

EDUCATION

Business Studies Degree   **2005**
University Of West London   London

HND Business and Finance   **2000**
University Of West London   London

Adv GNVQ Business Studies   **1995**
William Morris Academy   London

Level 2 Retail Management   **1994**
Kilbun Skills   Londo