

CHARLOTTE JARVIE

PA / Accounts / Administrator

Mobile: 07885418697 Email: jarvie2006@btinternet.com

Personal Assistant Skills

Diary management and workload scheduling | Accomplished administrative skills | Document management | Compliance | First point of contact for clients/customers

Accounts Skills

Accounts Payable | Receivable
Excel and Xero Accounting Software |
VAT Returns | Set up new companies
with Companies House

Continuous Improvement

Versatile | Adapts to new environments
| Takes ownership & responsibility for
decisions | Competency in learning
new systems

Professional Profile

Accomplished PA / Administrator with experience in a variety of sectors; managing, planning, and delivering key C-suite requirements and tasks. Additional extensive experience in Accounts based roles, executing a full spectrum of duties for a portfolio of clients.

I am a polished and engaging communicator who adapts positively and proactively to changing tasks. Excels in support roles with the ability to plan and prioritise workloads, take responsibility for decisions, demonstrate a willingness to deliver varied tasks and to operate with the utmost confidentiality.

Key Skills

- MS Office skills & Accounting Software inc. Xero
- Well presented, positive and enthusiastic
- Works efficiently in fast-paced environments
- Self-motivated, proactive and trustworthy
- Excellent problem-solving skills
- Dynamic and team player

Employment History

At present I am a freelance PA/ Receptionist and Accounts Administrator, working with a variety of clients including:

ROBERT LINSKY OPTICIANS Receptionist | Administrator

2015 – to date

- First point of contact for patients coming in for sight tests
- Fill out relevant NHS forms and ensure records are fully compliant
- Answer telephone queries and book the opticians diaries for appointments
- Assist patients with the selection of glasses for their prescription
- Checking stock levels and placing orders where necessary
- Taking payments and cashing up at the end of the day

LONDON BUD FLORISTS Accounts Assistant

2018 – to date

- Submit management accounts
- Accounts Payable / Accounts Receivable
- Bank reconciliations
- Use of Excel and Xero

INDEPENDENT GAS PLUMBING AND CENTRAL HEATING COMPANY Freelance Bookkeeper

2014 – date

- Accounting
- Bookkeeping, setting up of the company and liaising with clients
- Management Accounts
- Invoicing and credit control

ANIL SHAH & CO ACCOUNTANCY PRACTICE	2015 – date
Freelance Bookkeeper	
<ul style="list-style-type: none"> • Bookkeeper for a portfolio of clients • VAT returns • Bank Reconciliations • Setting up new clients • Invoicing and credit control • Use of Excel and Xero 	
BOND ST CAPITAL LONDON LTD	2007 – 2014
PA to CEO	
Total management of all the affairs for an extremely successful entrepreneur.	
<ul style="list-style-type: none"> • Managing, administration and accounting for a restaurant in Soho. • Responsible for a portfolio of companies including all day-to-day management issues, client liaison and company correspondence • Organising personal and business diaries including international dealings in Italy. • Property management, tenants, rent arrears and property maintenance 	
CAREER BREAK	2004-2007
Took time out to have two children and enjoy their early years.	
WORLD TRAVEL	2003-2004
Travelled around the world for 18 months visiting the Caribbean, California, New Zealand, Australia and Thailand.	
CJ MORTGAGES AND CO	2000-2003
<ul style="list-style-type: none"> • Director 	
CELADOR INTERNATIONAL	2000-2003
PA to Finance Director	
<ul style="list-style-type: none"> • Organisation of all day-to-day activities and solution of any and all issues at the time when “Who Wants To Be a Millionaire” was at its peak. • Visit the show to resolve any problems as and when they arose. 	
FOXTONS	1998-2000
PA to Area Manager	
<ul style="list-style-type: none"> • Managing portfolio of 11 offices in North London • Administrative/secretarial support 	
BENEFIT FRAUD DEPARTMENT	1996-1998
<ul style="list-style-type: none"> • Processing of fraud caseloads • Investigation of fraud 	
BENEFITS ADVISOR	1991-1995
<ul style="list-style-type: none"> • 200 clients represented • Managed personal files and processing of payments • Signing on of new claimants 	

Education

TEACHING ASSISTANT
NVQ (Level Q)

CREIGHTON SCHOOL **1981-1986**

REFERENCES AVAILABLE UPON REQUEST

