

CARLA JENSEN

Bookkeeping

📞 (+31)

✉️ unwitting-kinase.name

✉️ carla55@gmail.com

📍 McCluremouth, China



SUMMARY

Experienced bookkeeper with a Bachelor's degree in Accounting from the University of Nottingham. Proven track record in accurately managing bookkeeping tasks, payroll, and financial reporting. Skilled in using Excel to analyze financial data and streamline processes. Highly organized with strong attention to detail, ensuring accurate data entry and compliance with accounting principles. Accomplishments include implementing an automated payment system that reduced processing time by 50% for over 100 suppliers and maintaining a 99.9% accuracy rate in financial data entry. Fluent in English and Spanish. Enthusiastic about joining a sustainable merchandise company like yours to contribute to its financial success.

EXPERIENCE

Bookkeeper

Bite Me Promotions

📅 2022 - Ongoing 📍 Netherfield, Nottingham

Managed all bookkeeping tasks including invoicing, credit control, and bank reconciliation resulting in accurate financial records and timely payments to suppliers. Prepared and submitted VAT returns resulting in compliance with tax regulations. Handled payroll/RTI and produced monthly P&L and Balance Sheet reports.

- Handled invoicing and credit control to ensure timely and accurate collection of payments.
- Managed bank reconciliation to maintain accurate financial records and identify discrepancies.
- Prepared and submitted VAT returns, ensuring compliance with tax regulations.
- Handled payroll/RTI, ensuring accurate and timely payment to employees.
- Managed monthly P&L and Balance Sheet reports to provide insights into the company's financial health.

MY LIFE PHILOSOPHY

Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.
- Albert Schweitzer

STRENGTHS



Organizational Skills

Professional and organized approach to managing financial records and documents, resulting in efficient and streamlined processes.



Analytical Thinking

Strong analytical and problem-solving skills, allowing for accurate identification and resolution of discrepancies in financial data.



Communication

Effective communication with colleagues and suppliers, fostering positive relationships and ensuring timely resolution of payment issues.

Accounting And Bookkeeping Resumes

Yana Parker



Accounting And Bookkeeping Resumes:

The Complete Book of Resumes Karen Schaffer, 2005-11-01 Crafting the perfect resume is the first step for job seekers And these days employers have tons of different filters to weed out candidates and narrow their hiring pool The Complete Book of Resumes is packed full of information on crafting a resumes and the kind of structure and language that will get an employer s immediate attention as well as tons of samples for readers to use as a guideline for success The Complete Book of Resumes includes information on How to begin if you re starting from scratch The profile or the most important part of your resume Work experience or What have I been doing all these years Punching it up how to make a good resume great The career transition resume chapter for brave souls You re just starting out Big leaps positioning yourself for jobs above your current level Including more than 300 resumes The Complete Book of Resumes is perfect for recent graduates or seasoned candidates with years of experience [Vault Guide to Resumes, Cover Letters & Interviews](#) Howard

Leifman, Marcy Lerner, Vault (Firm), 2003 From writing top notch resumes and sending tailored cover letters to going on winning interviews this best selling Vault guide is a comprehensive one volume job search source **Real-resumes for Administrative Support, Office & Secretarial Jobs** Anne McKinney, 2004 Those who seek jobs in the office support field will find this book to be a valuable resource Office managers administrative assistants executive aides and other office support personnel have a lot of common when they create a resume and this book shows resumes and cover letters of individuals who want to find work ranging from office management to clerical No matter what industry or type of work medical manufacturing nonprofit and other environments this book will provide a competitive edge to those who seek employment which involves admin support executive support clerical and secretarial responsibilities For those who seek federal employment theres a special section in the book showing how to create federal resumes and government applications

[The Resume Makeover](#) Jeffrey G. Allen, 2002-03-14 The Resume Makeover Second Edition The first and only interactive resume guide from the nation s leading job search expert In today s tumultuous job market a lackluster resume isn t even worth the cost of a stamp or the click of a mouse Make your resume shine with the help of the one on one guidance found in The Resume Makeover Written by bestselling career author Jeffrey Allen this updated how to manual is loaded with insider tips and step by step guidelines on how to create attention grabbing high profile resumes guaranteed to get you the interviews you desire Once your resume is written simply send it to the address listed in the book and in just one week s time your resume will be returned to you with a point by point critique and a detailed list of expert recommendations on how to make it even better You also receive Before and after examples from a wide array of fields that reveal the do s and don ts of writing effective resumes New information on techniques for Internet transmittal of resumes Special chapters on successful cover letters and follow up letters The best typefaces and types of paper to use for different markets A new list of the most popular Internet resume posting services their addresses and focus Get more interviews and land the job of your dreams with

the surefire tips found in The Resume Makeover **Real-Resumes for Customer Service Jobs** Anne McKinney,2005
Getting jobs in the customer service field will be easier with this book which gives nearly a hundred sample resumes along with the cover letters that introduced the resumes to potential employers Those who seek employment in any industry will find valuable advice in this book If you are restructuring or revising your resume you will find the help you need when you discover this book which focuses on the language and employment history of folks in the customer service business The book was created based on the experiences of hundreds of job hunters over a 10 year period Learn how successful people in the customer service field presented themselves to potential employers **Real-resumes for Real Estate & Property**

Management Jobs Anne McKinney,2006 When you have worked in the real estate industry or property management field you need to see pictures of resumes from others with similar backgrounds How much does it help you to look at resumes of nurses CEOs or teachers when you come to change fields or seek employment At last there is a book of resumes and cover letters tailored to your needs See how professionals like you have shown their credentials and how they have used the specialized lingo of your field This is YOUR resume book written especially for you if your background includes experience in real estate or property management or if you are trying to enter those fields for the first time A book written just for you by one of the most knowledgeable writers and editors who has specialized in helping job hunters **Real-resumes for Legal and Paralegal Jobs** Anne McKinney,2004 Those who seek legal and paralegal jobs will find this book to be a rich resource No matter what type of legal or paralegal work is sought the reader will find outstanding samples of resumes and covers used by real people to obtain legal and paralegal jobs Resumes and covers letters are included which will help newly minted lawyers or paralegals find their first jobs in their field There are also sample resumes and cover letters which will be useful to the most experienced lawyers and paralegals in the profession A bonus of this book is that it includes samples of paperwork involved in getting federal government jobs specialized resumes and the federal resumix as well as the write ups for the Knowledge Skills and Abilities KSAs which are often required for government positions This book will show legal industry professionals how to maximize their career potential get federal positions and change fields if they want to

Australian Resumes For Dummies Amanda McCarthy,2012-03-08 Created especially for the Australian customer Packed with tips on creating and distributing your resume in today s new job search environment Whether you re entering the job market for the first time changing jobs or changing careers Australian Resumes For Dummies shows you all the tricks in getting your resume noticed in a new era in recruiting and job finding With a wealth of sample resumes help with selection criteria and job search tips this resource will help you stand out from the crowd Discover how to Master the basics Format your resume for cyberspace Create a killer cover letter Tailor your resume to companies and jobs Secure employment overseas Decipher and address government selection criteria **Before and After Resumes with CD** Tracy Burns-Martin,2012-02-18 Book addresses various problems such as short or temporary work history frequent job changing no

clear career path former small business owner etc Work at Home with a Real Online Job AnnaMaria Bliven,2016-03-02
Find the Job You Want Today Are you a work at home mom or dad retiree or disabled person hoping to earn a little extra to make ends meet Are you seeking a legitimate rewarding online job you can do from home Do you dream of being in charge of your own schedule income advancement destiny If you said yes to any of these questions this book is for you In Work at Home with a Real Job Online you can find just the right job schedule income and future with the help of a leading expert in the field of online job success and prosperity AnnaMaria Bliven Known as the Prosperity Princess by thousands of people she has helped Bliven has poured her latest and greatest practical proven effective insights into this one information packed no filler easy to use volume In these pages you ll find Hundreds of real jobs with quality companies at your fingertips Pro tips and advice on how to find these jobs get hired keep the job you find and advance in it Opportunities for people of all ages and stages teenagers college students work at home moms and dads military veterans retirees the disabled those with background credit issues and more Positions to match just about any interest passion potential or skill set game tester customer service agent educator data entry specialist nurse medical coding specialist transcriptionist translator interpreter artist writer computer technologist and many more Get your copy of Work at Home with a Real Job Online today start working tomorrow *The Resume Catalog* Yana Parker,1988 With over 180 000 copies in print this is the resume resource for job seekers by Yana Parker widely known and loved author of the best selling DAMN GOOD RESUME GUIDE over 500 000 copies in print Sample resumes ready to be adapted and or used for inspiration cover all levels of experience and an extraordinarily wide range of careers from the specific biofeedback specialist gas chromatography to the general fast food cashier masseur Thoroughly indexed and cross referenced this is an easily used dependable resource for anyone who needs to get that resume to the top of the pile and get the job of their dreams *The Damn Good Resume Guide* Yana Parker,1996 Guides the reader through the process of creating a successful resume *TOP SECRET Resumes & Cover Letters, the Third Edition Ebook* Steven Provenzano CPRW/CEIP,2012 As seen on in CNBC CNN WGN The Wall Street Journal and endorsed by The Chicago Tribune the new edition of Top Secret Resumes is now the complete career marketing tool for all job seekers This is the only book of its kind that includes a free consultation by the author Includes more than 100 high impact Resumes and Cover Letters for virtually all professions 250 8 5 x 11 pages total Bonus includes tips on effective LinkedIn Profiles Networking Career Marketing Interviewing and Online Resources Covers Executive Positions Technical Non Technical Management Engineering IT Software Hardware design Sales and Marketing Teachers Nurses HR Public Relations and more many with documented results Steven Provenzano s books have sold more than 100 000 copies and remain essential guides for serious job seekers He has written more than 5000 resumes for clients worldwide for over 20 years and the full cost of this book is reimbursed with any resume writing service by the author at <https://Execareers.com> **Resumes For Dummies** Laura DeCarlo,2019-03-19 Polish up that old resume and land your dream job We ve all been there it s time to apply for a job

or internship and you have to create or revise your resume Many questions pop in your head What do employers want What skills should I highlight How do I format this How do I get noticed But resume writing doesn't have to be a daunting task The latest edition of Resumes For Dummies answers all of these questions and more whether you're a resume rookie looking for new tips or want to create that eye-catching winning resume In this trusted guide Laura DeCarlo decodes the modern culture of resume writing and offers you insider tips on all the best practices that'll make your skills shine and your resume pop Let's start writing Write effective resumes that will stand out in a crowd Understand Applicant Tracking Systems and how to adapt your resume Keep your resume up with the current culture Position a layoff or other career change and challenge with a positive spin Leverage tips and tricks that give your resume visual power In order to put your best foot forward and stand out in a pile of papers it's important to have an excellent and effective resume and now you can

Resumes and Cover Letters that Have Worked Anne McKinney, 1996 Model cover letters and resumes cover such fields as aviation

communication finance and sales **Knock 'em Dead Resumes** Martin Yate, 2016-11-04 A killer resume gets more job interviews

Best Resumes for Accountants and Financial Professionals Kim Marino, 1994-02-16 Because in today's competitive job market you need every edge you can find The founder of the Just Resumes writing service and author of several popular resume books Kim Marino now offers practicing and prospective accountants and financial professionals a practical highly targeted guide to writing winning resumes Whether you're an executive making a lateral move or returning to the work force or a college graduate just entering the accounting industry this surefire handbook provides you with step by step guidance and savvy advice on how to create a professionally designed resume that puts your education experience and accomplishments in the best possible light and helps you reach your job objective Best Resumes for Accountants and Financial Professionals first offers quick tips on the basics of resume writing proper resume appearance and the do's and don'ts of resume preparation You'll learn what type of resume best suits your needs and how to create each whether chronological functional or combination resumes It then gets down to specifics with tailor-made advice and 80 detailed sample resumes and cover letters for Accountants and financial pros who are making a lateral move or career change such as financial planners securities analysts portfolio managers brokers account execs and human resource directors Accountants moving up including public private financial and government accountants Accounting students and recent graduates from first year students with no paid experience to college graduates looking to set forth in the real world Complete with the names addresses and phone numbers of the corporate headquarters of the Big 6 accounting firms and Fortune 500 companies and an alphabetical listing of key accountant associations and publications Best Resumes for Accountants and Financial Professionals demonstrates how you can make a lasting first impression and then reinforce it through the job selection process

No-nonsense Resumes Wendy S. Enelow, Arnold G. Boldt, 2006-01-01 A no-nonsense guide to creating an effective resume covers such topics as preparing a professional resume presentation using attention-grabbing keywords

and using electronic resume submission tools **The Everything Resume Book** Nancy Schuman,2008-03-01 A resume is like the first thirty seconds of a blind date one with a prospective employer That s all the time you have to get a hiring authority s attention and hopefully an interview A bad resume will absolutely eliminate you from the competition Building a strong resume is the single most important step in landing a new job The Everything Resume Book 3rd Edition is your one stop resource for crafting a resume that will highlight your skills and experience to get you the job you want This hands on guide offers helpful hints on format and presentation and includes the most up to date guidelines for using the Internet in your job search This completely revised and updated edition includes new information on Job boards and the best Web resources for job seekers Using resumes as a personal brand The advantages and disadvantages of video resumes Social networking sites in the job search Generation gap issues relating to resumes Resume blogs Bursting with more than 100 sample resumes for a wide range of professions this guide contains the information you need to command a prospective employer s attention and score that all important interview **Résumé Rescue: Essential resume saving techniques** Barbara J. Bowes,2010

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