

ELIZABETH SUMMERVILLE

OPERATIONS SPECIAL SERVICES CO-ORDINATOR

CONTACT

WEST DRAYTON,
MIDDLESEX

07748 595871

esummerville@btinternet.com

EDUCATION

GNVQ Advanced Business -
grade Merit – Mellow Lane
School
1996 - 1998

GCSE's B-D grade including,
Maths and English – Mellow
Lane School 1991 – 1996

SKILLS

- Prioritising workload and effective time management.
- Proficient with Microsoft Word, Excel, Outlook and Google Mail
- Sage 50 and Epicor
- Data Entry.
- Accurate administrator and able to handle confidential information responsibly.
- First Aider.

PROFESSIONAL – PROFILE

An enthusiastic, motivated team member who is well organised with effective time management skills. Working effectively within a team and capable of working on my own initiative. Processing accurate numerical and data entry skills. I constantly aim to learn, develop and apply newly acquired skills. I take pride in accomplishing tasks with attention to details; whilst adhering to tight deadlines and coping well under pressure.

Keen to find a challenging new position with an ambitious and exciting company where I will be able to continue to increase my work experience and develop my skills.

EXPERIENCE

Operations Special Services Co-Ordinator at Crossflight, Colnbrook
(Apr 2023 – July 2024)

- Responding to client and agent emails within a shared mailbox
- Creating and checking job bookings on in-house database.
- Organise and arrange collections with the relevant agents.
- Create waybills in agents' databases such as DHL, FedEx.
- Create and maintain detailed import files.
- Tracking, providing updates & entering proof of deliveries.
- Logging, investigating, and resolving client / agent queries.
- Job costings and preparing quotes.

Finance Assistant at Crossflight, Colnbrook
(Sept 2022 – March 2023)

- Bank reconciliation of sales ledger accounts using an in-house banking system.
- Daily inputting of purchase invoices.
- Checking client's purchase orders match the invoices raised.
- Inputting sales invoices into client online portal.
- Taking & processing card payments over the phone.

Finance Supervisor at IMX Limited, Chessington
(June 2014 – Sept 2022)

- Processing sales invoices using a variety of in-house databases and different tariffs.
- Emailing sales invoices along with any supporting documentation.
- Raising sales reports using Excel spreadsheets.
- Responding to queries either by phone or email.
- Daily inputting of sales and purchase invoices to Sage 50.
- Bank reconciliation of sales and purchase ledger accounts.
- Producing and sending customer statements.
- Maintenance of old debt accounts.
- Logging, investigating, and resolving supplier invoices under query.
- Filing, archiving of invoices and correspondence.
- Pick & Pack.

Mail Operations Supervisor at B&H Worldwide Ltd, West Drayton
(February 1999 – June 2014)

The mail department of B&H Worldwide was relocated to IMX Limited.

Cashier at Halfords, Uxbridge
(June 1996 – March 1999)

References are available on