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Eszter Karpati	Surrey KT18 7AS • 07803520414 karpathyeszter@gmail.com

Motivated finance professional with a proven track record of meeting targets and delivering exceptional customer service. Skilled in financial analysis, budgeting, and forecasting. Effective communicator with the ability to build strong relationships and lead teams to achieve financial goals. Possesses strong organizational skills, attention to detail, and the ability to thrive in high-pressure environments. Committed to continuous learning and seeking a junior role in finance to apply and further develop my financial expertise. Committed to continuous personal development and seeking a new professional challenge, to apply a highly transferable skill set.

• Sage • Xero • Access • Procure Wizard • Bank Reconciliation • Financial Processes • Planning & Analysis	• Month/ year end reporting • Variance Analysis • Microsoft • Accounts Receivable • Accounts Payable • Quality Assurance	• Quality Assurance • Target Driven • Management & Leadership • Complex Problem Solving • Time Management • Customer Service

Professional Experience

Treasury Finance Assistant – AXA Aug2023-

- Ensuring proper forecasting of cash flow and constant optimization of the number of banks accounts
- Managing claims, assistance payments, corrections, and returns, ensuring accuracy and compliance.
- Serving as the primary point of contact for operational queries related to payment processing and status.
- Handling bank queries and Know Your Customer (KYC) requests in coordination with operations.
- Assisting with cash management: Supporting the monitoring and management of the company's cash flow, including preparing cash forecasts and coordinating with various departments to ensure adequate liquidity
- Contributing to the preparation of treasury reports, analysing financial data, and providing support for decision-making within the treasury function.
- Ensuring proper recording and reconciliation of bank transactions for accuracy and transparency.

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- Optimizing bank charges and managing foreign exchange exposure to balance sheet by currency.
- Continuously seeking opportunities to optimize cash management processes for efficiency and cost-effectiveness.
- Documenting treasury processes and conducting internal controls to ensure compliance and risk management.
- Providing comprehensive reporting to the Group treasury team to support strategic decision-making.
- Identifying opportunities to streamline treasury processes and improve efficiency

Finance Assistant-Accounts payables – The Goring Aug2022-April2023

- Conducted daily banking reconciliations to ensure accuracy in financial records.
- Reviewed, verified, and processed invoices for payment, ensuring that they were accurately recorded and approved according to company policies.
- Reconciled supplier statements to the purchase ledger to support smooth payment runs and accurate financial records.
- Monitored and managed aged creditors to ensure compliance with agreed credit terms and limits.
- Managed the accruals register to ensure proper cost-revenue matching.
- Set up new suppliers in the purchase ledger system to streamline transactions.
- Communicated with vendors regarding payment inquiries, discrepancies, and maintained positive relationships with suppliers.
- Managed the prepayments register to ensure timely reflection of expenses.
- Liaised with suppliers to address any queries related to the purchase ledger.
- Created and executed monthly and weekly supplier payment schedules.
- Processed petty cash transactions in adherence to company policies.
- Generated accounts payable reports, reconciled accounts, and ensured accuracy in financial records.
- Provided support in the preparation of VAT returns to ensure compliance with tax regulations.
- Identified opportunities to streamline accounts payable processes, improve efficiency, and reduce costs.

Reservation Manager - Holiday Inn Express Epsom Downs Sep 2019 – Oct 2020

- Managed the reservations team and oversaw the reservation system.
- Ensured accurate and efficient booking processes for guests and clients.
- Negotiated rates and contracts with individual and corporate clients.
- Analyzed sales and booking trends to optimize room occupancy and revenue.
- Developed strategies to drive room bookings and overall sales revenue.
- Coordinated with the sales team to identify and pursue new business opportunities.
- Managed relationships with corporate clients and key accounts.
- Monitored and reported on sales and reservations performance.
- Implemented pricing and inventory management strategies to maximize revenue.

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- Provided leadership and guidance to the reservations and sales teams.
- Ensured high levels of customer service and guest satisfaction throughout the booking process.
- Adhered to industry regulations and compliance standards related to reservations and sales operations.
- Managed BACs and card payments in compliance with the PCI policy.
- Investigated and addressed chargeback inquiries.
- Monitored and ensured the accuracy of customer billing.
- Resolved billing discrepancies.
- Pursued collections on overdue accounts.
- Prepared financial reports related to accounts receivable, and collaborated with other departments to streamline billing and collection processes.
- Analyzed and monitored receivables data to support financial decision-making and ensure compliance with accounting standards and regulations.

Duty Manager/Finance Assistant - Holiday Inn Express Epsom Downs Jun 2014 – Sep 2019

- Oversaw daily operations and ensured the smooth running of the business.
- Managed and supported staff during their shifts.
- Handled customer inquiries and resolved any issues or complaints.
- Ensured compliance with health and safety regulations.
- Monitored the performance of staff, identified, and addressed any potential gaps in training.
- Managed inventory and stock levels.
- Handled cash and financial transactions.
- Collaborated with other departments to ensure seamless coordination.
- Implemented and enforced company policies and procedures.
- Acted as a point of contact for emergency situations and made decisions accordingly.
- Provided reports and updates to senior management.
- Ensured high levels of customer service and guest satisfaction.
- Organised rotas ensuring adequate staffing levels and budgets were not exceeded.
- Managed leisure accounts and chased outstanding payments.
- Carried out daily banking reconciliations and processed supplier invoices for payment.
- Reconciled loyalty member points and provided updates for guests.
- Prepared detailed financial reports for the head office.
- Processed petty cash.
- Liaised with suppliers and chased for outstanding supplier statements.
- Carried out in-house finance audit.

Qualifications

ACCA – in progress
AAT Professional Diploma in Accounting Level 4
AAT Advanced Diploma in Accounting Level 3
AAT Foundation Certificate in Accounting Level 2

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IAO Level 3 NVQ Diploma in Hospitality Supervision and Leadership (QCF)
IAO Level 2 NVQ Certificate in Team Leading (QCF), Lifetime Awarding
Bachelor degree -Health Care and Disease Prevention, Health Visitor - University of Debrecen Faculty of Health, Hungary

Additional Information

Languages: Fluent in English and Hungarian

Full UK Driving Licence