**CURRICULUM VITAE**

**Name:** Tiffany Burden

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**Employment History:**

**Mane Contract Services Limited: August 2019-July 2020**

* General administration duties
* Inputting Payslips onto in-house payroll system
* Full payroll process
* Sending payslips & sms payment confirmation
* Communicating via email and sms
* Answering telephone to deal with general enquiries ranging from new registrations to payroll/payment queries.
* Sending RTI submissions
* Record keeping including archiving historical folders.
* Correcting any payment/payroll errors.
* Downloading and processing expenses manually onto system.

**Keydriver Ltd: October 2015 – 2019**

* Running the payroll department for various payroll solutions for self-employed operatives.
* Start to finish Payroll 1000 weekly, 200 Fortnightly And 100 monthly
* Keeping individual Limited Liability Partnerships compliant with HMRC.
* Invoicing on behalf of individual members and workers.
* PAYE payroll inc, RTIs & EPS.
* Issuing P45s for leavers.
* Maintaining Client and worker records on in house payroll system.
* Being main point of contact for all clients.
* Handling complaints and queries.
* Running weekly reports for each payroll company.
* Processing P6 records
* Reporting for sales ledger and balancing sales ledger each week.
* Updating and maintaining Company House records.
* Filling Confirmation Statements online for individual LLPs on Companies House.
* Administration Duties: Dealing with Registration process and queries.
* Chasing Contractors for information to complete registration process
* Answering payroll and registrations queries via email and phone calls.
* Processing and checking Expenses, keeping records of mileage.

**Care by us: October 2018 – Present (Part time)**

* Cooking Meals - Breakfast, Lunch, Tea and Dinner.
* Dressing and assisting to dress clients.
* Cleaning and making sure the clients houses are clean and tidy
* Administering Medication from both Blister packs and HC420’s.
* Providing advice and support and safe guarding.
* Personal Care, Bathing, Showering, Strip wash.
* Communicating with the clients directly and with family.
* Communicating with other colleagues, and head office.

**May 2015 – September Skillnet – Agency Work, Brook Street**

**Learner recruitment co-ordinator**

**April – May – Agency Work, Brook Street**

**Administration and Receptionist**

**Feb 2015 – March 2015**

**JSA – Sales Advisor**

**Jan 2014 – Feb 2015**

**First Rung - Apprenticeship - Business Admin**

**First Rung – Jan 2014 – Feb 2015 – Business / Marketing Assistant**

I was working at First Rung as an Apprentice for the last year. I first was employed as a Business Assistant supporting the Centre Manager of a busy Training Centre and more recently moved to support the Recruitment Co-ordinator getting learners onto various programmes available. I have been involved in attending Marketing events, calling learners and updating databases. While a Business Assistant I assisted in the recruitment of new learners including sending letters, meeting and greeting, updating files and learner details, ordering stationery, archiving work and supporting colleagues with preparing of sessions ie. Printing and photocopying.

The role has involved me working 4 days and attending training at another one of our centres to complete my qualifications.

**Education:**

**Sept 2008- July 2013 Northwood School**

GCSE English Language ( C ), English Literature ( C ), Maths ( C ), BTEC Science ( Pass), Art (D), ICT (Pass)

Business Administration – Level 2 – Pass

OCR ICT Level 1 & 2 Pass

**Hobbies/ Interests**

In my spare time I enjoy spending time with my friends and family; I have 5 dogs and enjoy walking them regularly, I have 5 rescue horses and like to work on project cars in the summer. My friends like to confide in me as I am a good listener. I like cooking and baking, I'm also a very hard working individual and always up for a challenge as I'm a quick learner.

**Personal Profile**

I am a hard working person who is very eager to learn new skills. I enjoy talking and listening to people and feel this would be helpful in a customer service role. I am also willing to work hard and I would consider myself a good candidate to any employer willing to take me on. My attendance at school was always very high and I was always on time, I work well in a team or individually and try to complete tasks I am given. I'm also a very hard working individual and always up for a challenge as I'm a quick learner.

**References** - **Available on Request**