

**PERSONAL DETAILS:**

Name: John Robert Smith  
Address: 25 Station Road  
London EC1 2XY  
Telephone: 0171 222 1111  
Date of Birth: 10th January 1977  
Marital Status: Single  
Nationality: British  
Driving Licence: Clean and Current  
Car Owner: Yes

**PROFILE:**

An enthusiastic and cheerful individual who works well under pressure. Six years payroll experience including team, sole and supervisory skills. Covered varied tasks within payroll environment. Also developed excellent communication skills.

**EDUCATION AND QUALIFICATIONS:**

1988-1990 King's College, London  
HND in Accounts

1983-1988 The Grange School, London

## GCSEs

Mathematics	A	English	B
French	C	Geography	D
History	B	IT	B

**ADDITIONAL QUALIFICATIONS:**

1988 Word Processing Stage 1 and 2  
1995 National Diploma in Payroll Management (IBPM)

## EMPLOYMENT/CAREER HISTORY:

Company: (full company name)  
Date: June 1995 to present  
Position: **Payroll Manager**  
System used: Unipay

Duties/responsibilities: 

- responsible for payroll of 4500 monthly
- supervising team of 3
- implemented new system

Reason for leaving: made redundant

Company: (full company name)  
Date: July 1992 to June 1995  
Position: **Payroll Supervisor**  
System used: Centre-file

Duties/responsibilities 

- all aspects of Payroll: SSP, SMF~ P45s, Year Ends
- responsible for payment of commission, bonuses & PRP
- worked on payroll of 500 monthly & 200 weekly

Reason for leaving: want to progress in career

Company: (full company name)  
Date: February 1989 to July 1992  
Position: **Payroll Clerk**  
System used: Sage

Duties/responsibilities: 

- data input of all payroll information
- liaise with I.R. & HR. and answer all payroll queries

Reason for leaving: career progression

## INTERESTS/HOBBIES:

Golf, keep fit and DIV

## REFERENCES:

Ms. S. Jones, Payroll Manager      Address, Telephone number  
Mrs. A Smith, Accountant          Address, Telephone number