

# Sandra Am-brosetti

Jack a Lee of all trades for free

[View profile on Dweet](#)

## Languages

English

## About

With over two decades of experience in diverse retail settings, I excel in providing exceptional customer service, managing stock, and executing sales strategies. My ability to adapt quickly makes me ideal for dynamic retail environments. Basic English proficiency aids in effective communication with a broad customer base.

### BRANDS WORKED WITH

- Helper Maudsley.
- Volunteer East Street.
- Shaw Trust (Wal
- Peabody Trust
- Park Plaza Westminster Bridge Hotel
- T M Lewin & Son
- Volunteer Connect UK
- BELL PUBLIC HOUSE
- Channel 4 Television
- Sotheby's Auctioneers
- Set Up Volunteer Mental Fight Club
- Mario's

## Experience

- Full time General Staff and Patient**  
Helper Maudsley. | Apr 2018 - Mar 2019
  - Peer Mentoring
  - Occupational Therapy including giving ideas and giving my input to groups and everyday routine patients planning meetings and general basic support and observation on ward when staff are assisting other staff and patients elsewhere
  - Benefits, Tribunal and basic mental health legal advice Providing food and clothing and general everyday items
  - Teaching staff and patients singing, dancing and exercise
  - Helping patients with their gadgets etc including navigating on websites and London to assist them after discharge and leave
  - Creating artwork for ward, family and close friends
- Casual Market Stall**  
Volunteer East Street. | Aug 2017 - Now

I work on 2 stalls selling men's and ladies clothes carrying out a variety of tasks ranging from serving clients to minding their business whilst they were away for a short while.
- Part time Charity Shop Volunteer**  
Shaw Trust (Wal | Feb 2017 - Apr 2017
  - Accepting donations from general public and sorting through the sellable stock and preparing and displaying them on shop floor
  - Using till to accept cash and card payments
  - Re - arranging stock on shop floor with team members and manager to promote sales
  - Keeping shop clean and tidy at all times
- Accounts Officer**  
Peabody Trust | Jul 2012 - Aug 2012
  - Opening and distribution of post and general administration duties
  - Registering and processing invoices onto Sun and Pro-Actis
  - Matching and scanning authorised invoices to Purchase Orders
- Accounts Payable Assistant**  
Park Plaza Westminster Bridge Hotel | Mar 2012 - May 2012
  - Entering invoices onto Sun
  - Preparing payment runs
  - Reconciling supplier statements
  - Dealing with internal & external queries
- Accounts Payable & Admin. Assistant**  
T M Lewin & Son | Aug 2011 - Oct 2011

- Coding and obtaining authorisation of invoices
- Filing and administration
- Entering invoices onto Sun
- Allocating approved invoices for payment
- Updating excel spread-sheets

### ● Finance & Admin. Assistant

Volunteer Connect UK | Aug 2009 - Jun 2010

- Registering and inputting invoices onto Sage 50
- Payment runs
- Data entry onto Excel spread-sheets and in-house database
- Entering donations onto Raisers Edge

### ● Bar/Pub Waiting Staff Volunteer

BELL PUBLIC HOUSE | Jul 2008 - Aug 2008

I was helping out at my local public house which was run by a close friend (my old carer) undertaking general kitchen and bar duties except cooking and serving drinks behind the bar.

### ● Accounts/Admin and Customer Service

Channel 4 Television | Nov 2003 - Jul 2008

During this period I worked for several employment agencies undertaking temporary accountancy and administration roles in a variety of industries including Advertising Government, Publishing and Property. I used a variety of computer systems including SAP, Sage Line 50, Coda, Agresso, Navision and Oracle. I was also volunteering for my family and friends businesses across Southwark and did some travelling and childcare.

- Purchase ledger
- Staff expenses
- Contribution accounts
- Treasury
- Administrative

Purchase Ledger & Staff Expenses Assistant Channel 4 Television. Mar 01 – Nov 03

- Receiving 150 expenses per week and 200 invoices from incoming post
- Coding and input claims on to in-house Coda and Oracle system
- Checking receipts against claim and for VAT reclaim
- Checking claim has all required information as per company policy required for input
- Returning any claims that have not followed procedures correctly
- Coding and inputting onto in-house Coda and Oracle systems
- Producing twice weekly BACS payment runs, running reports and getting payment run authorised and ensuring it is sent to the Bank on time using ALBACS system
- Dealing with queries, employees chasing for payment or copies of expense claims Implementing changes to expense claim form and producing expenses procedures for other employees to follow.
- Twice weekly BACS & Manual Cheque runs
- Dealing with employees and supplier queries

### ● Purchase Ledger Assistant

Sotheby's Auctioneers | Jul 1998 - Mar 2001

- Processing (personally) 400 invoices from incoming post per week
- Distributing invoice for authorisation
- Checking coded invoices before inputting them on SAP system
- Paying approved invoices by cheque, BACS, international draft and Barclays BMI transfer
- Dealing with and resolving employees and supplier queries
- Organising department workload to ensure invoices are processed in time for weekly payment
- runs
- Helping out on Travel and Expenses when my own workload is slow/up to date
- Reconciling regional office petty cash and arranging monthly re-imbursment
- Reconciling supplier statements on a daily basis and at year end for audit purposes & monitoring bank statements and dealing with returned payments etc.

- Setting up new bank details on SAP
- Weekly and daily manual sterling and foreign currency cheque runs as well as by BACS, TT Bankers Draft
- Admin duties such as post and filing
- Training new employees on procedures

- **Dragon Café**

Set Up Volunteer Mental Fight Club | Jun 2015

business meetings and meals

- Help out with the delivery & setting up of topiary & seating for chill out area
- Arranging leaflets on information desk in order ready for staff & visitors use
- Keeping visitors areas clean & tidy during setup of cafe

- **Customer Service/Catering Assistant**

Mario's | Jun 2011

- I was working in my family café and assisting with dealing with suppliers as well as customers queries and undertaking stock duties

- **Hair Salon Volunteer Cut and Clipper**

|

My role consisted of general junior duties including providing an excellent customer service to clients to cleaning and shopping for stock.

## Education & Training

1990 - 1991

- **City & East London College**

RSA Diploma in Business Admin (Office Procedures) Level 2,

1985 - 1990

- **Harris Academy Bermondsey**

GCSE's,

2008

- **Hugh Astor Threshold Centre**

OCE English and Maths Level 1,

2014

- **South London and Maudsley (SLAM)**

Peer Support (Recovery) – Mental Health,