Sheri Benton

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To Whom it May Concern,

My name is Sheri Benton and I would like to give you a brief outline of my working history and experience over the last 30+ years.

I have no formal qualifications as such, but have spent the last 30 years in Clerical, Administration, Finance & Management roles.

I have always had a Professional outlook in any role I have undertaken, giving 110%, and believe I look at problem situations objectively and with an open mind, as I feel it can often assist with the understanding of what is required to accomplish the task at hand and to focus on what is required to ensure you get the desired outcome for all.

I believe I have very good co‐ordinating and organisational skills, with being proactive in problematic situations to find the best solution in a proficient and timely manner.

My time management skills are pretty good, and as a Supervisor I have always had the open door policy with my Teams which I find builds a good working relationship and a positive environment.

I work well under pressure and very tight deadlines, and can quickly prioritise, manage and delegate efficiently any excessive workload if and when the situation may arise, to still ensure adequate attention is given to any other Adhoc tasks that just get thrown into the mix on a daily basis.

Over the years I have gained substantial experience in Office Administration Management, Accounts Supervision,Team Leadership with the running /Managing of a very busy office environment, where I was also heavily involved with the testing & implementation of new systems and upgrades. I have written various processes and procedures to facilitate the growth of Companies in various Departments and Divisions.

As a brief overview of my experience gained over the years, I have been responsible for the Capitalisation of Major Assets (Plant and Equipment) and managed the large fleet of Company Vehicles.

I have been involved with the writing of Policies and Procedures and again testing all new upgrades for system, streamlined our A/P Processes so as to become a paperless department (nearly) approx 98%, reviewing work flows and formats of various areas constantly striving for the most effective and efficient work flow / process, being mindful of strict duty segregation in the Finance area.

Over the years I have spent substantial time Supervising & working in Accounts Receivable which included all invoicing, debt collection, Debtor account reconciliation,dispute resolution/ progress claims & reconciling retention accounts, and working with Clients that are having financial difficulties for various reasons to discuss and understand their current financial situation and then negotiate a agreement (usually short term) working with the client for the best win-win outcome for all.

Over time I have been involved in new systems changeovers and many upgrades where I have been involved in the writing and implementation of a number of processes and procedures, creating solid work flows to ensure documentation moved from point to point throughout the system without any double handling in the most efficient and effective manner.

I appreciate and thank you for taking the time to get to know me and my history a little better.

Kind Regards

Sheri Benton