Mado Derou

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An ambitious, enthusiastic and talented individual with a keen eye for detail and a flair for accounting. I am Currently pursuing a BA in Accounting and Finance degree at University of West London . A Second year undergraduate with a strong analytical and technical skills. Quick learner able to work well under pressure and can manage multiple tasks consistently . Able to meet deadlines, working as a team and willing to undertake further training.

**Education**

**2018 to Date:** **BA in finance and accounting** University of West London.

* Modules include: Finance and Accounting, Management Accounting, Audit , Taxation , Finance Management , Business and Law .

WORK EXPERIENCE

Assistant accountant , volunteering

Hilton Accountants - Tottenham Hale

April 2021 to Now

Duties

* Working with spreadsheets, sales and purchase ledgers and journals.
* Calculating and checking to make sure payments, amounts and records are correct.
* Sorting out incoming and outgoing daily posts and answering any queries.

**Customer service assistant**

Tesco - Slough

April 2020 to March 2021

Duties

* Dealing with customer queries.
* Helping customers at their checkouts.
* Making sure the F & F clothing department is tidy and neat.

**Nursery Assistant**

Kido - Windsor

February 2020 to March 2020

Duties

* Planning activities to children following the early years foundation stage.
* Making sure that children learn and develop well their skills.
* Observing and making sure they are safe.

**Food and Beverages Assistant**

Hilton garden Inn Hotel - London

July 2019 to February 2020

Duties

* Maintaining high quality of service.
* Assisting guest during their stay.
* Taking menu orders for guests.
* Making sure that the tables are cleared and setting up.
* Managing and tracking financial cash handling procedures.
* Managing guest queries in a timely and efficient manner

**Hostess**

N1 Lounges - London

March 2019 to June 2019

Duties

* Assisting customers with queries on products.
* Dealing with cash and credit card transactions.
* Maintaining the high standard of customer services.
* Ability to deal with customer's queries.

**Nursery practitioner**

Mace Montessori - Hammersmith and Fulham February 2017 to February 2019.

Duties

* Sole responsibility for preschool aged children.
* Caring out daily activities to meet the early years' foundation stage.
* Managing parents meeting to review the development stage of their child. Achievements
* Understanding Safeguarding procedures.
* Trained as a First aider.
* Understanding Early Years Foundation. Stages curriculum.

**Customer Service Assistant**

Pret a Manger - Oxford Circus

June 2015 to 2016

Duties

* Dealing with customers's complaints.
* Engaging with every guest ready to go the extra mile with a smile
* Dealing with the till
* Demonstrating a full understanding of Cash Management
* Able to deal with customers queries.

**Waitress**

Amba Hotel- Marble Arch

August 2014 to January 2015

Duties

* Taking bookings via telephone for Afternoon tea.
* Assisting Guests while having their breakfast or dinner.
* Taking menu orders
* Assisting Guests with any queries.

SKILLS

* self-motivation.
* integrity.
* organisational skills and ability to manage deadlines.
* teamworking .
* communication and interpersonal skills.
* proficiency in IT.

ADDITIONAL INFORMATION

* Bilingual ( French -Native )

References available on request.