

# Kathrina Bassett

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## Personal Profile

Enthusiastic, self-motivated and highly organised business graduate with all-round business support experience. Quick to learn and able to work proficiently with people at all levels, providing administrative support including dealing with customers/suppliers face to face and over the phone, processing invoices, conducting payment runs, chasing of outstanding debt, producing financial reports, and coordinating projects.

## Skills Profile

- Bilingual in English and Italian, average French
- First point of contact and customer support, from dealing with queries to complaints
- General PA and administration duties, diary management, post management
- Assisting with meetings, events, travel arrangements, looking after visitors
- Setting up office systems, database management, H&S awareness
- Sales and purchase ledger, allocating payments and receipts, bank reconciliations
- BACS payments, processing credit cards statements, petty cash
- Chasing customers with overdue amounts, handling problems on overdue debts
- VAT returns, collation of monthly payroll data, maintaining financial records
- Budgets, billing reports, month-end reports, data analysis including pivot tables
- Access, Excel, PowerPoint, Word, Sage 50 professional, QuickBooks, Xero

## Employment History

### **Dec 2014 – present      Freelancer - Business/Office Support, Bookkeeper**

Currently working part-time for Jenny Black Interiors. Worked for Notary Co UK until May 2016.  
Key areas:

- Dealing with customers and suppliers, setting up office systems, database management
- Sales and purchase ledgers, BACS payments, bank reconciliations, petty cash
- Credit control, VAT returns, month-end/year-end reports, maintaining financial records

### **Jan 2012 – Nov 2014      Freelancer - Business/Office Support, Bookkeeper**

Worked for small to medium-sized organisations including KP Communications, Gaskell Quartz, British Dance Council, CIPD, Image Line, Visiting Arts. Key areas:

- General PA and administration duties, assisting with meetings and travel arrangements
- Sales and purchase ledgers, BACS payments, bank reconciliations, petty cash
- Credit control, VAT returns, month-end/year-end reports, maintaining financial records

**Nov 2000 – Dec 2011      Kogan Page Ltd - Business Support/Advertising Manager**

Responsible for the advertising business unit, acting as the liaison figure between clients, authors, agencies and within departments. Key areas:

- Oversee sales, copy chasing, gratis circulation, deliveries, and credit control
- Monitor standards of service and ensure appropriate feedback as work progresses
- Sales ledger, purchase ledger, process credit cards statements, petty cash and payments
- Accounts reconciliation, billing reports, aged analysis reports, and month-end reports
- Budgets, performance analysis and database management

**Dec 1997 – Oct 2000      Kogan Page Ltd - Advertising Executive**

Assisted the publishing director in all advertising activities. Key areas:

- General PA and administration duties, post and deliveries management
- Produce presentations, rate cards, media packs, and various publishing schedules

**Mar 1995 – Nov 1997      Kogan Page Ltd - Business Analyst**

Responsible for the design, development and implementation of a fully integrated advertising system using databases linked to off the shelf applications. Key areas:

- Develop systems on spec for the production, editorial and accounts department
- Manage data transfer from previous systems, produce manuals and reports

**Jan 1993 – Feb 1995      Contract work**

Worked for small to medium-sized organisations including Emap, Input, and Ovum. Key areas:

- Credit control, bookkeeping, market research, data cleansing projects
- Organise marketing campaigns, presentations, and seminars

## **Qualifications**

<b>2005</b>	KLC School of Design - Diploma in Interior Design, open learning
<b>1993</b>	Chartered Institute of Marketing - Marketing Diploma
<b>1992</b>	Manchester Metropolitan University - BA Business Studies 2.1

## **Short Courses**

<b>Accounts</b>	Sage Level 1&2, Sage Payroll, QuickBooks
<b>Other</b>	H&S basic certificate, Dealing with difficult people, Conflict management

## **Additional Information**

<b>Interests</b>	Fashion, Textiles design, Styling
<b>Other</b>	Finalist for the BIDA 2005 awards - Student designer of the year
<b>References</b>	Available on request