

ALICJA AGATA SOBCZUK

SENIOR BOOKEEPER



PROFILE

I am ambitious, well-organised, reliable and easily adaptable, as well as honest and hard-working. I like working as part of a group and have good interpersonal skills. I am a quick learner, committed to self-development and I like taking up new challenges. Good attention to detail. Ability to balance the demands of paperwork with meeting and talking to clients. Professional and courteous working manner

COMPUTER SKILLS

MS Office (Word, Excel spreadsheet, Access, Outlook and Power Point) suite skills, Payroll Manager, Xero, Team Spiritpayroll system, Sage 50 Payroll, CRM, Def Bank, DHL and Marken tracking system. Operating office equipment Business correspondence skills

LANGUAGES

- English - advanced level of written and conversational English / Certificate of Completion ESL - NVCC, Virginia, USA,
- Polish – native

ADDITIONAL SKILLS AND LICENCES

Driving licence
References from previous employers and English teacher available upon request



WORK EXPERIENCE

Tyck Limited

Apr 2025 - Present

Client: Mindset AI, Sayuri

- Manage day-to-day bookkeeping for multiple clients, including transaction recording, account reconciliation, and ledger maintenance.
- Process accounts payable and receivable, monitored outstanding invoices, and supported timely payment cycles.
- Perform monthly bank and credit card reconciliations to ensure accurate financial records.
- Prepare financial reports (profit & loss, balance sheets, cash flow summaries) for client review.
- Maintain organized digital financial records and documentation in cloud-based accounting systems.
- Collaborate remotely with clients and accountants to resolve discrepancies and support month-end processes.
- Assist with expense tracking, budgeting support, and basic financial analysis.
- Ensure compliance with bookkeeping standards and internal financial procedures.

Chartered Accountants and Business Advisers Bookkeeper / Payroll Specialist

Jul 2019 - present

- Recording financial transactions and balancing the books.
- Bank reconciliation: Cross-referencing the books against bank statements and other source documents to confirm accuracy.
- Monthly reports: Summarising the business's financial position
- Accounts receivable (and credit control): Creating and sending invoices, and following up to get them paid
- Accounts payable: Making sure invoices from suppliers are accurate and paid in a timely manner
- Tax filing: Preparing tax returns
- Providing a full-service virtual office, for example telephones, postal address, and email communications

COMPLETED TRAINING

Present - AAT Bookkeeping Level 2 and 3

Apr 2022 - Payroll Technician Certificate CIPP

Jul 2017 - Sage Computerised Payroll

Apr 2015 - 'Life without limit' - building relationships in business

Feb 2015 - Risk Management

Dec 2014 - Prevention of money laundering

Nov 2014 - Excellent customer service

Jan 2012 - Payment Services Act

Sep 2011 - IT for banking systems

Mar 2010 - Banking deposit products – legal regulations

Mar 2010 - Implementation of enforcement activities

Nov 2012 - Sale of banking products

Mar 2009 - Banking in the European Union - Spain



- Processing and calculation of multiple payrolls including new starters / leavers / SSP / SMP / overtime / holiday pay / updating tax codes, make sure that all the employees receive accurate wages on time
- RTI submission to HMRC reports
- Dealing with client queries
- Responsible for all pension processing & compliance (auto-enrolment / pension joiners & leavers / pension reporting to provider / liaising with pension provider on queries)
- Compliance with current tax legislation

James Hay Partnership Payroll Administrator

Oct 2015 - Jul 2019

- daily and monthly payroll preparation and processing (including RTI) for all investors □ starters and leavers
- liaise with HMRC, IFAs and investors
- end of month processing
- query resolution □ updating and maintaining investor's details
- providing an excellent service

Lloyds Bank, Salisbury Customer Service Assistant

Apr 2014 - Mar 2015

- handling transactions and answering customer queries,
- serving customers at the counter and other areas of the branch;
- evaluating customer requirements and referring to specialists as required,
- completing complex exchange-related transactions,
- offering upgrades and new banking services or products

DHL - Clinical Trials, Banbury Study Administrator

Apr 2013 - Mar 2014

- creating new orders according to international drug company requests (incl. Roche, Novartis, UCB, Actelion),
- setting up of new suppliers in DHL database for a new order requirements,
- liaising with manufacturers to ensure accuracy of orders,
- updating spreadsheet relating to final customer settlement,
- monitoring orders in tracking systems – DHL and Marken,
- international email correspondence with pharmaceutical company representatives, preparing reports and analyses,
- receiving and dealing with domestic and international phone calls
- liaising with financial and IT department.



Stewart, Banbury Administrator

Jan 2013 - Feb 2013

- entering orders in database,
- overseeing order quality and process,
- preparing reports on completed orders,
- updating excel spreadsheets,
- collecting information about distribution of goods in the warehouse,
- confirming documentation from transportation companies,
- receiving and transferring phone calls.

Stormark Ltd., Banbury Data Entry - Open University Marketing

Jun 2012 - Jan 2013

- data entry for the Open University,
- preparing special forms for telemarketers,
- proof-reading data,
- compiling and filtering documentation for data entry
- maintaining logbooks or records of activities and tasks
- responding to requests for information and accessing relevant files
- general office admin.



**Cooperative Bank of Poznan (Poznański Bank Spółdzielczy) Branch
Front Office Manager**

Jun 2007 - Apr 2012

- coordination of activities in the use of savings account, cash and treasury,
- implementation of cross-border transfers via electronic transmissions; handling foreign currency accounts – negotiating exchange rates; monitoring acquired bank accounts;
- organising the work of customer advisors and the main treasurer; exercising functional control of current customer advisors and the main treasurer;
- completing, updating and storing account documentation; compiling reports, analyses and other studies relating to the savings accounts;
- liaising with branch director.

GBW S.A. Bank -1 st Branch in Poznan Customer Advisor

Jun 2001 - Apr 2006

- customer service in the purchase and sale of foreign exchange, and implementation of cross-border payments

Cooperative Bank of Poznan Customer Advisor

May 1999 - May 2007

- opening and maintaining savings accounts under applicable regulations,
- cashless flow,
- implementation of cross-border transfers via electronic transmissions;
- service of payment and credit cards,
- new customer acquisition process,
- cooperation with head office,
- building positive and long-term relationships with customers.

EDUCATION



Present - AAT Bookkeeping Level 2 and 3

Apr 2022 - Payroll Technician Certificate CIPP

2008 - 2010 Poznan School of Banking in Poznan,
Poland Master's Degree in Finance and Accountancy

2002 -2005 Poznan School of Banking in Poznan,
Poland Bachelor's Degree in Finance and Banking

2000 -2002 Postgraduate Higher School in Poznan,
Poland Department of Administration Specialty: Administrative officer

1996 – 1999 Secondary School of Economics in Poznan,
Poland Specialty: Office administration