

Cherise Wilks

HR assistant - Adolphus Care

Harrow HA5 5HL

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- Proficient user of Social media, using Instagram and Facebook for marketing purposes
- Excellent communication skills, articulate and professional
- Strong team working and customer service ability developed through retail and administration
- Resourceful and proactive problem solver
- Competent user of Microsoft programmes (familiarity with Word, PowerPoint and Excel)

Work Experience

Recruitment Consultant

Ward Security - East London

March 2022 to Present

- Finding candidates with the right experience and background for corporate security
- Organising open days weekly and choosing the best candidates to put forward to the available roles.
- Collecting all the relevant documents to place candidates into vetting. This includes ensuring licenses are in date, DBS are completed etc
- Interviewing candidates and shortlisting

Senior Administrator

Ravenscroft Healthcare Ltd - London

July 2021 to Present

As a senior administrator I am responsible for our NHS contract for Harrow. I liaise with Harrow Health, organise referrals, book appointments for patients, discharge patients accordingly and ensure our system is up to date, occasionally book private appointments and other basic administrative duties.

Medical Receptionist

Enderley Road medical centre - London

January 2020 to Present

As a medical receptionist I am responsible for distributing available appointments to our patients, registering new patients, organising patient's notes, completing our online dashboard requests, opening and locking up the surgery, liaising with the partners and senior team in the surgery, helping patients order prescriptions and dealing with patients face to face. We use emis for our appointment systems.

HR Assistant (Temporary)

Adolphus Care - Harrow

July 2019 to November 2019

- Created training matrix
- Booking training for employees
- Administrative duties
- Recruitment duties

- Marketing duties for the organisation
- Payroll assistance

Administrative Assistant

Wilsmere House - Harrow

January 2019 to June 2019

- Recruitment duties, including creating a recruitment tracker to record candidate's process.
- Proficient user of our online portals and systems.
- Marketed different positions available in the care home
- Payroll duties
- Provided support for residents with various physical and mental issues.
- I also liaise often with hospitals and doctor's surgery to confirm appointments.

Credit controller/Administrator

Microlease - Harrow

August 2017 to June 2018

During my time at Microlease I worked within the finance team and learned how to undertake a range of Administration and credit controller duties. My specific duties were to use various systems to monitor and track financial debits and credits accurately, I dealt with payment in advance customers and organised invoices. I used systems such as ABS and P7, and I am proficient at using these software applications. I am also familiar with using dynamics. This position involved teamwork, working to tight deadlines to achieve the company's key performance indicators.

Cashier

Nando's - Ruislip

April 2017 to July 2017

- Serving customers at the tills, providing excellent customer service
- Cleaning and general restaurant upkeep
- Maintaining health and safety standards

Administrator

Fischer Future Heat - Leicester

June 2015 to December 2016

During my time at Fischer future Heat, I worked in the head office as an administrator which involved taking and making phone calls, organising invoices, faxing, setting appointments and dealing with customer complaints, first hand.

Education

CPCAB Level 2 Certificate in Counselling Skills in Psychology

Harrow College - Harrow

October 2018 to June 2019

GCSE

Moir House - Eastbourne

2013 to 2015

Skills

- Microsoft Office
- Customer Service
- Cash Handling
- Cleaning
- Data Entry
- Data Analysis
- Account Management
- Training
- Written Communication
- Business Administration
- Numeracy
- Sales

Additional Information

I pride myself on holding a positive outlook on life, I am also a dedicated, hardworking individual who thrives on success. I am a responsible and logical person in my nature and I will be able to rise to any task and do my absolute best to complete it to the highest standard. I have a practical approach to problem solving and a drive to see things through to completion without giving up or leaving jobs half finished. My long-term aspiration is to pursue a career in Business Management or counselling adolescents.

Key Skills

High level of verbal communication
High level of written communication
Ability to thrive in a team as well as individually
Initiative & Self-motivation
Problem solving skills
Computer Skills
Adaptability
Positivity
Creativity
Ambitious

Personal Strengths-

I work strongly in a team environment as I am a friendly and approachable individual with a democratic leadership approach. I would class myself as a confident person who adapts to situations quickly and have no problem interacting with the public. I also thrive individually as I have good concentration and I like to tackle work. I am eloquent and speak clearly, I also take great care of my appearance, especially in the workplace, I know it is important to look and be professional always. I have good

organization skills and always keep things in order and remain tidy no matter what I'm doing. I am also a punctual individual and take pride in being on time as punctuality is a reflection on who I am.

Skills I'd like to further improve -

I am eager to further develop my ICT skills from basic to complex knowledge as this will benefit me in the workplace.

Hobbies, interests & other achievements -

I have currently enrolled to participate in an evening counseling course as it is something I have been wanting to pursue for a while now. Also in my spare time I like to read books on astrology and Greek mythology.