



JULIA KISS

Payroll Coordinator - Orbital Payroll Group

From Barnsley, U.K.

Contact details

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About me

I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

To participate as an individual and as a team member in a dynamic work environment focused on promoting business growth by providing superior value and service.

Professional experience

Experience by departments

Finance / Accounting: **2 years and 2 months**

Translations : **4 years and 5 months**

IT Software : **2 years and 1 month**

International trading: **3 years and 9 months**

Tourism / Hotel staff: **5 years**

Aug 2020 - present

2 years and 2 months

Payroll Coordinator - Orbital Payroll Group

Abroad | Finance / Accounting | Financial / Banking

Registering candidates for payroll, inbound & outbound calls, answering payroll queries, liaising with recruitment agencies, chasing needed documents to be able to process payments without any delay.

Dealing with checklists, updating spreadsheets, explain tax deductions, guide candidates when asking for advise, requesting Holiday Pay & P45.

Working independently and as part of the team, always communicating with members of the same team as well as with colleagues from other departments of the company.

Inputing timesheets/hours to Octopaye.

Validating, invoicing, approving.

Running pre-payroll checks, making sure everything balances and there is no errors.

Making sure the candidates are paid under the correct hosts: CIS/UMBRELLA/Soletrader

Putting accounts on hold/taking off hold when/as needed

Running payroll/bacs

Generating and sending payslips/texts

Managing payment and advances spreadsheets

Creating and managing action requests like: snapshots, attachment of earnings, net pay deductions, holiday pay.

Generating Intermediary reports quarterly

Acquired skills and knowledge:

Microsoft Office, Leadership, CRM, Project management, Communication, microsoft word excel, Team leadership, Sales Management, Team work, microsoft power point, microsoft outlook, crm customer relationship management, Managementul echipei, merit, Octopaye

May 2018 - present

4 years and 5 months

Freelance Translator/Interpreter - Working with several Translation and Interpretation**Agencies**

Abroad | Translations | Administrative / Public Sector

Translating documents (legal, website, general, other)

Telephone, video & face to face interpreting (medical, legal, social services)

Subtitling documentaries for Translated (from Romanian and Spanish into English)

Acquired skills and knowledge:

Wordfast, Electronica, english language, proz.com, romanian language, spanish language, hungarian language, MateCat, SmartCAT, MateSub

Nov 2016 - Jul 2020

3 years and 9 months

Multilingual Customer Care Administrator - Melett Ltd

Abroad | International trading | Auto / Automotive

Processing orders through the website phone and email.

Answering general emails and phone calls.

Using Excel, Outlook, CRM, Access and Worldpay on a daily basis.

Issuing credit notes.

Translation and interpretation.

Supporting customers from Hungary, Romania, Spain and Latin America.

Attending National and International trade fairs as an Administrator and Interpreter when needed.

Translating documents, website and helping customers from Hungary, Romania, Spain, U.K. and Latin America with their orders and enquiries.

Acquired skills and knowledge:

Microsoft Office, CRM, microsoft word, magics system, Access Dimensions

Sep 2014 - Sep 2016

2 years and 1 month

IT Administrator - Company Shop

Abroad | IT Software | Food and Drinks

Running Jet reports. Working with NAV. Reading through a set of records and verifying their accuracy, complete missing entries, correct spelling errors, delete records that have not been updated in the last several years, checking the details that members provided and block those that don't have a correct postcode, phone number and email address.

Managing TOPDesk issues, assigning them to the operators, updating the callers with the status of their calls.

Attending TOPDesk meetings, working on improve the system so that the incidents can be logged, categorized and processed with more accuracy. Taking phone calls, answering to emails, handling administrative and customer service tasks.

Acquired skills and knowledge:

Navision, Reporting, Retail, microsoft excel, topdesk, weber

Jul 2013 - May 2014

11 months

Front Office Manager - TCS & T SRL (DEJA VU PENSION) ROMANIA

Cluj-Napoca | Tourism / Hotel staff | Tourism

Managing, recruiting and training the team of receptionists. Ensuring the front desk provides a professional and friendly service for customers. Dealing with customer complaints when needed. Planning events like birthdays, small weddings, christenings and liaising with the waitresses, cooks, bartenders for everything to be perfect and prompt. Reporting everything to the general hotel manager.

Acquired skills and knowledge:

billing, Hostware, recruitment and selection, managing booking interfaces

Jun 2012 - Jul 2013

1 year and 2 months

Front Office - TCS & T SRL (DEJA VU PENSION) ROMANIA

Cluj-Napoca | Tourism / Hotel staff | Tourism

To be familiar with the day's business, including arrivals, departures, special requests.

To deal with all guest requests in a timely and professional manner, finding operational solutions to all guest challenges and escalating where necessary to the duty Manager.

To assist with emergency procedures as required including fire prevention and alarm reaction.

To have thorough understanding of all requirements when checking-in and/or checking-out a guest (confirm booking, length of stay, package etc).

To offer guest services such as wake up call, newspaper, assistance with luggage etc. upon check-in.

Communicate hotel services to guests.

Handle all guest enquiries and complaints in a professional manner.

Ensure all cash, charge, float and till procedures are carried out in accordance with Company policy.

To assist in the smooth running of the front office desk during your shift.

Knowledge of the Hostware booking system.

Acquired skills and knowledge:

Customer service, internet browsing and email systems

Mar 2006 - Feb 2009

3 years

Waitress/bartender - S.C.ZIMBRU IMPORT EXPORT S.R.L. ROMANIA

Cluj-Napoca | Tourism / Hotel staff | Tourism

Education

2007 - 2010

Bachelor's degree - Spiru Haret University, Department of Legal and Administrative Sciences

Public Administration

2001 - 2005

High School / Vocational school - Brassai Samuel

Science

Skills

General skills

i am sociable, Tenacity, microsoft word, navigare internet, advanced comunication skills, Team player, Ability to work under pressure, Fast learner, great attention to detail, microsoft powerpoint, Cunostinte PC, microsoft windows, tourism, CRM, Access

Foreign languages

english - Advanced, hungarian - Advanced, romanian - Advanced, spanish - Advanced, italian - Beginner

Other info

Certifications

Excelence in Customer Care

acquired on Oct 2017

Conferences

Integrated Quality Management of the Touristic Destinations- The key for success and competitiveness

period May 2014 - May 2014

How to promote your business in a succesful manner and be the best in what you do.

Love your job and you never have to work another day in your life.