

Michael Peters

BOOK-KEEPING, OFFICE MANAGEMENT, SALES/MARKETING AND DATABASE WORK

Profile

Extensive experience in running own graphic design/printing company and, since March 2022, ran a charity's administration / maintenance, activities and finances.

I have acquired in-depth experience in:

- Business Development, plan creation/implementation and delivery
- Sales and Marketing - especially Social Media, Press and Contact Databases
- Business Management and Accounts (Sales, Purchases, Payroll, VAT, Journals)
- All relevant Print Production Processes (design, print and finishing)
- University educated, highly numerate, literate and I.T. proficient
- Thrives in problem solving, brain-storming and solution delivery
- Very happy to work individually or as part of a team

Employment History

Managing Director, Emess Business Solutions Ltd, London MARCH 22 - PRESENT

- Book-Keeping/Accounts, Office and Project Management
- Graphic Design, Artworking, Magazine Design & Print
- Database Management, Mail Merge with complex Variable Data

Financial Controller/General Administrator, Kehillas Toras Chaim MARCH 22 - JUNE 25

- Running day-to-day functions of the organisation, ordering food, sorting rotas, hall hire, event planning/publicity and general building management
- Handling all accounts, cash flow, bank reconciliations, reporting, supplier payments and payroll
- Creating in-Depth Custom Reports, as well as submitting Gift Aid Reclaims

Managing Director, City Printing Ltd, London 1976 - SEPT. 2023 (WHEN SOLD)

- Experienced in areas of accounts, training, H.R. and Payroll
- Created, designed & implemented our sales/marketing strategy
- Expanded turnover, client base and product range, especially in last decade
- Via new machinery purchased, streamlined production, reduced man-hours - thereby increasing profitability
- Set up and run various systems including:
 - Xero/Sage (DOS, Line 50 & Cloud) accounts + Payroll in each
 - Business Management Software
 - Complex Excel spreadsheets
 - Social media campaigns (using most platforms in Hootsuite)
- Assisted with the design, content and functionality of our website

Education

University College, London 1973 - 1976
Chemistry B.Sc. Hons.

Brentwood School, Brentwood, Essex 1966 - 1972
3 "A" / "AS" Levels: Chemistry, Physics, Maths

12 "O" Levels: Maths, Additional Maths, Chemistry, Physics, English Language, English Literature, History, Geography, French, Latin, Geology and Astronomy

Extra-curricular activities

Community Worker, London 1986 — JULY 2021

Served on Charity over a 35 year period, filling most portfolios, including Chairman, Honorary Secretary, as well as administration, publicity and fundraising activities. I have also edited, designed and published several communal leaflets, brochures, magazines, calendars.....

Case Worker, The Paperweight Trust, London MAY 2018 — JULY 2022

Voluntary work, assisting with a client's home administration and/or paperwork - normally due to a change of circumstances, ie bereavement or divorce

Details

Hendon, London, NW4

M: 07860 923024

familypeters.mbp@gmail.com

Skills

- Accounts – inc. Xero, Sage, Payroll
- Microsoft Office Suite
Especially Word, Excel & Outlook
- Adobe Creative Suite,
inc. InDesign, Photoshop, Illustrator, Premier Pro.....
- Data Management/Mail-Merge
- Project/Event Management
- Marketing Strategy/Delivery
- Digital Marketing/
Social Media/eCampaigns
(SendInBlue, Mail Chimp, Zoho)
Excel, Zapier, Mail Parser
- CRM, including ACT! and Zoho
- Analytical Thinking Skills
- Leadership

Hobbies

- Travel
- Active and fit inc.:
Hill Walking, Gym, Boxing, Swimming,
Running, inc. Couch to 5K

Languages

English

Job Preferences:

- Hybrid (N. London) or WFH
- Part-time or contract

References

References available upon request