

Curriculum Vitae – Hugo Trebels ACICM (Cert)

Personal Details

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Nationality: Dutch
Date of birth: 29 March 1970
Web: www.virtualhugo.com

Interests: Acting, Singing, Theatre, Films, Museums, Reading, Gym, Yoga and Socialising

Personal Statement

A motivated, adaptable and responsible individual who firmly believes in moving with the times. With a strong background in Credit Control, I have developed a superb skills set in administration, bookkeeping and diary & project management.

Education and Qualifications

- 1999 – 2002 Chartered Institute of Credit Management, London**
Associate (2002)
- 1988 – 1989 TIO College, The Netherlands**
Hotel Management Degree
- 1988 – 1986 Maurick College, The Netherlands**
Higher General Secondary Education – equivalent to “O” level
- 1982 – 1986 Maurick College, The Netherlands**
Pre University Education

Computer Skills

Microsoft Office including Word & Excel, AccountEdge, Quick Books, Exchequer, Express Invoice, Sage MMS, Xero, Zoho, SAP, MYOB, Tetra 2000, Great Plain Dynamics/eEnterprise, Sage Line 100 for Windows. Hotel computer systems include: Champs, CLS, Maxial, Lanmark, HIS for Windows and Exact. I also use a Macbook & iPad.

Employment History

Agency / Contractor / Virtual Hugo – VA services.

- 2017 to present Bookkeeper – Mayhem Creative (on-going contractor)**
Mayhem Creative creates award-winning content that delivers. Commercials, online, broadcast and fiction - all under one roof
- 2014 to present Finance Assistant – Jigsaw Tree (on –going contractor)**
Jigsaw Tree is a dynamic and innovative business support company specializing in the financial sector. I am responsible for various aspects of Finance including Sales Ledger, Purchase Ledger, Bank reconciliations and Financial reporting. This is a virtual role
- 2015 to present Administration Support – Informed Training (on-going contractor)**
Informed Training is an Independent provider of Consultancy and IT Systems Training services. Informed Training offers independent practical hands-on Consultancy in order to understand a business. I provide general administration support in a virtual capacity.
- 2015 to present Email Filter Assistant – Gem & Co (on-going contractor)**
Wimbledon's leading firm of Chartered Financial Planners. I provide an email filtering service for the partners. This is a virtual role
- 2016 to present Bookkeeper – Gandini Juggling (on-going contractor)**
Cutting edge company supplies *jugglers* to all aspects of the entertainment industry, while creating new patterns, ideas and routines. This is a virtual role.

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**2002 to
2016**

Previous roles: (finished projects)

Interim Assistant Accountant – Alexandra Palace (contractor)

Administration Support – The So & So Arts club (contractor)

Administrator - Mode FP (contractor)

Personal Assistant - FP Advance Ltd (contractor)

Credit Controller – Odysea Ltd (contractor)

Finance Assistant – V & A Enterprises / Victoria & Albert Museum (contractor)

Credit Controller (Delegate Sales) – Terrapinn Ltd (temporary - agency)

Previous full time roles

1998 to 2002 Senior Credit Controller – Donaldsons Chartered Surveyors (now DTZ)

1997 to 1998 Credit Manager / Assistant to the Financial Controller – Holiday Inn
Kings Cross / Bloomsbury – Holiday Inn Hotels.

1996 to 1997 Credit Manager – Royal Garden Hotel – Goodwood Hotel Group

1993 to 1996 Accounts Receivable Supervisor / Accounts Payable Supervisor – The Landmark **London** –
Lancaster Landmark Hotels

1990 to 1993 Reception / Accounts supervisor - Queens Moat Houses PLC

Referees

Available on request