

Carien Wright

Virtual Assistant

I am an Executive Virtual Assistant and Xero advisor with five years of experience in full-cycle bookkeeping for UK-based companies. My duties include handling accounts payable and receivable, reconciliations, invoicing, debit and credit control, and expense accounts using Xero, Hubdoc, and Dext. I am a very accurate and reliable individual, offering efficient remote support across time zones. I utilise AI-powered tools to enhance operational efficiency in daily workflows, ensuring streamlined processes.



DOWNLOAD PDF

Skills and Experience

Technical skills & Software tools

- ➔ Microsoft Office & G-Suite
- ➔ Clockify
- ➔ Trello
- ➔ Xero
- ➔ ChatGPT
- ➔ HubSpot
- ➔ Mailchimp

Professional skills

- ➔ General Administration & Organisation
- ➔ Documents & Scheduling
- ➔ Email Management
- ➔ Data Capturing
- ➔ Research
- ➔ Bookkeeping

Industry Experience

- ➔ Administration & Support Services
- ➔ Finance

Work Experience

Jun 2025 - Present

Virtual Assistant

Outsourcery

- ➔ Providing tailored virtual assistance to businesses in the UK markets.

Aug 2022 - Present

Bookkeeper & Accounting Assistant

Hattersley Consulting Group

- ➔ Handle accounts for six different companies.
- ➔ Start-to-finish bookkeeping for six companies.
- ➔ Daily management of Xero, Dext, and Hubdoc.
- ➔ Accounts payable and receivable.
- ➔ Credit control and client communication.
- ➔ Expense claims.
- ➔ Invoicing, reconciliations, and ledger oversight.

Aug 2020 - Aug 2022

Results & Reporting Manager, Accounting Assistant

Private Harley Street Clinic

- ➔ Built automated Google Sheets including QR codes, bulk email, and mail merge.
- ➔ Utilise tools such as Google Ad Ons.
- ➔ Report to Public Health England.
- ➔ Deliver lab results and fit-to-fly certificates.
- ➔ Assist the COO with invoicing, reconciliations, and administration.
- ➔ Maintain accuracy under tight deadlines.

Mar 2014 - Aug 2016

Branch Manager

Legad Administration

- ➔ HR administration.
- ➔ Recruitment assistance.
- ➔ Petty cash.
- ➔ Daily operations.

Feb 2007 - Feb 2014

PA to MD / Debtors Clerk

Gerhard van der Merwe Attorneys

- ➔ Dairy management.
- ➔ Reporting.
- ➔ Legal collections.
- ➔ High-volume debtors' book.

Education & Certifications



Xero Advisor Certification

Xero



Bookkeeping Mastery

Udemy



Diploma in Ministry

CFCI Bible College



Certificate in Advanced and Intermediate Excel

Lowveld Megro Learning Centre