

# 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.



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## 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