

Sara Moreno Sastre

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PROFILE:

I am a highly committed, self-motivated, and diligent translator and transcriber with extensive experience with legal and financial translation. I have experience with payroll administration, purchase ledger, accounts and invoice management and I have specialised in the translation of documents related to these fields. I am a personably individual who is able to work well under pressure and to tight deadlines with precision. My aim is helping you to get a fast and accurate translation.

KEY ACHIEVEMENTS:

- Accurate translation of urgent documents subject to strict deadlines
- Transcription of 70 wpm
- Good command of the legal and financial vocabulary as well as the terminology related to insurance and reinsurance in the marine field
- Development of under-privileged adults in Guatemala & Dominican Republic
- Learned UK payroll processes and regulations in less than 6 months

CAREER HISTORY:

Translator, Meridian Risk Solutions LTD Jun 2010- Present

Accredited Lloyd's broker, specialising in Marine and Energy re-insurance.

Responsibilities:

- Translation of urgent legal documents for the resolution of their client's cases in court in Ecuador and Honduras.
- Translation of documents from English into Spanish and vice versa.
- Translation of their Statement of Accounts from English to Spanish at Year End in an annual basis.

Overseas Volunteer, Watchtower Bible and Tract Society of Pennsylvania, Uganda

Sep 2018 - Present

Providing much needed humanitarian assistance to improve education and enhance future opportunities for young adults.

Responsibilities:

- Providing practical guidance to the deaf community
- Providing advice and guidance on social etiquette
- Providing personal development support and counselling

Payroll Assistant, GFK LTD

Jul 2016- Aug 2018

Germany's largest market research institute, and the fourth largest market research organisation in the world.

Responsibilities:

- Using ADP Freedom and HR.net to input weekly variable pay data
- Updating payroll records and do the necessary calculations to reflect new starters and leavers
- Applying PAYE regulations, company sick pay, SSP, SMP and SPP
- Processing and sending pension contributions

- Using FileZilla to do the costing for the fortnightly payroll and sending it to the Finance Department
- Resolving payroll queries
- Issuing of payslips and statement of earnings
- Processing Attachment of Earnings and Child Care Vouchers
- Application of tax codes and student loan notification to HMRC guidelines and deadlines
- Ad hoc payroll administration and time sheet processing
- Maintaining starter and leaver records accurately
- Producing P45's and fortnightly and monthly reports

Payroll Administrator, Wyevale Garden Centres **Aug 2015 to July 2016**

UK's largest chain of garden centres, with over 154 sites and employing 6100 colleagues.

Key Responsibilities:

- Using Frontier - Chris21 payroll system to input weekly variable pay data for over 6,000 employees
- Updating payroll records to reflect new starters and leavers
- Applying PAYE regulations, company sick pay, SSP, SMP and SPP
- Resolving payroll queries at month end
- Issuing of payslips and statement of earnings
- Processing Attachment of Earnings
- Application of tax codes and student loan notification to HMRC guidelines and deadlines
- Ad hoc payroll administration and time sheet processing
- Maintaining starter and leaver records accurately
- Assisting with production of P45's and monthly reports

Overseas Volunteer, Watchtower Bible and Tract Society of Pennsylvania, Dominican Republic **Jan 2012 – Jun 2015**

Operating across more than 240 countries, providing much needed humanitarian assistance to improve education and enhance future opportunities for young adults.

Key Responsibilities:

- Teaching disadvantaged adults to read and write Spanish
- Providing advice and guidance on social etiquette
- Providing personal development support and counselling

Administration Assistant, Integral UK **Jan 2014 – Jul 2014**

A leading provider of maintenance services and solutions in the UK.

Key Responsibilities:

- Answering telephone and email enquiries from clients and suppliers
- Processing client orders and collating associated documentation and authorisations
- Preparing written quotations and sending to clients
- Data entry
- Liaising with technicians and suppliers on daily basis

Overseas Volunteer, Watchtower Bible and Tract Society of Pennsylvania, Guatemala
Aug 2009 – Dec 2011

A truly life changing experience, whilst making a difference to people's lives in one of the country's most disadvantaged areas.

Key Responsibilities:

- Providing guidance to increase confidence
- Teaching written and verbal Spanish
- Organising social events to help bring local communities together

Accounts Assistant, Meridian Risk Solutions Limited **Jun 2010 – Sep 2010**

Accredited Lloyd's broker, specialising in Marine and Energy re-insurance

Key Responsibilities:

- Setting up Sage accounts
- Processing payments and expenses
- Drawing cheques and bank transfers
- Processing bank reconciliation and completing month-end processes
- Translation of documents from English into Spanish and vice versa

Purchase Ledger Clerk, Newman, Martin & Buchan LLP
Administration & Accounts Assistant, Economic Skips
Receptionist & Secretary, Southwark PCT NHS
Sales Advisor, Arcadia Group Plc.

Aug 2007 – Jul 2009
Feb 2006 – Aug 2007
May 2004 – Jan 2006
Sep 2003 – May 2004

QUALIFICATIONS

Open University of Catalonia (UOC)

Certificate in Specialised Linguistics and Translation

University of Barcelona

Degree in Financial, Legal and Administration Management

Aula d'Informatica, Barcelona

Business Management
Basic Computing Skills and Information Technology
Accounts and Booking Keeping **INTERESTS:**

Volunteer work, especially teaching.
Travelling, Cooking and Reading

REFERENCES:

Shabena Fitzsimons, Head of HR & Payroll, Wyevale Garden Centres Limited
Shabena.Fitzsimons@wgcl.co.uk

Angela Polycarpou, Administration Manager, Meridian Risk Solution
Angela.Polycarpou@meridianrsl.com

Paul McCabe, Co-Op Accounts Manager, Integral UK Limited
Paul.McCabe@integral.co.uk