**● SSC Professional ●**

ILDIKÓ DÓRA

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**Summary**

Highly result oriented and customer focused finance professional (in the field of Accounts Payables and Receivables) with 10+ years of experience in the shared services industry (Avis Budget, BP).

**Key Strengths**

* **Project management and organisation skills** gained through the transition of Accounts Payable and Receivable functions at Avis Budget Business Support Centre
* **Natural leadership capabilities** supported by solid experience in supervising and managing finance and customer relationship teams to continuously exceed goals
* **Excellent customer service mindset** coupled with strong interpersonal skills – ability to earn trust quickly

**Achievements**

* As an Accounts Payable Manager (leader of 8 people) at Avis Budget, during my probation, I was appointed to take over the management of the Accounts Receivable part as well (+ 4 people) in 2009.
* Based on the nomination of the London Corporate team in 2008 I won BP’s “Recognition Award”. Following the successful transition our outstanding results remained on the same high level even when a new tool was introduced which we needed to master.
* Harmonized cost analysis with the UK and other Europe teams which led to faster query resolution and 10% time saving in reporting at Avis.

**Professional experience**

Finance Manager – Avis Budget Group Business Support Centre

Accounts Payable and Receivable team operated – Western Europe 2009 - 2016

* Controlled the month-end activities, weekly and monthly reports, prepared forecasts
* Implemented a new excel database which reduced the trade checking time from two days to half a day for Indian invoices in 2012
* Contributed to the success of European and Asian transition
* Maintained effective relationship with in market finance directors
* Managed a team of 12 people including monthly one on one reviews and semi-annual performance evaluation.

BP Global Business Services Europe centre 2003 - 2008

* Finance and Resource Manager – Procurement Centre 2008

Controlled the financial status of the Procurement Centre (200 employees)

* Prepared monthly financial and resource reports and financial forecast based on the yearly budget
* Monitored Inter Company Agreements in order to keep them updated and approved
* Managed the hiring needs and request
* Supervised the work of two direct reports
* Finance and Resource Manager – Procurement Centre 2007

Controlled the financial status of the Procurement Centre (200 employees)

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* Managed the hiring needs and request
* Supervised the work of two direct reports
* Team Leader - Customer Relationship Management 2005 - 2006

Outsourcing project of IBM’s external

* Learned and documented the work of two functions within two months
* Finalised the desktop procedures and trained up eight new employees at IBM
* Supervised a team of eight direct reports
* Updated a business information database, searched for missing information on a yearly basis or based on customer requests.
* Supported the transfer of operations to India in 2006 with handover and knowledge transfers
* Accounts Payable Specialist 2003 - 2004
* Handled electronic low value invoices, verified interest invoices for the Nordics
* Booked incoming invoices into SAP

Omnicom Kft., Media assistant 2001 - 2002

Media company offering exclusive advertising surfaces on pylons.

* Handled customer requests, orders and contracts
* Coordinated the work between subcontractors and different departments of the company.

**Education**

*Master’s Degree – Faculty of Economics (Business Economics) 2001*

*BP Leadership Academy 2006-2007 (Leadership Development Centre)*

**Other**

* Fluent in English, Basic German
* Computer Skills: Microsoft Office, Lotus Notes databases, Rapid MS Office / IT use

Gyöngyösi főiskola Gazdasági és társadalomtudományi kar

Nemzetközi Kapcsolatok Szak