

# KIM REEVES

Director & Secretary



## CONTACT

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## PROFILE

I am a passionate, organised and people focused manager with broad experience of business and financial management, across a number of different business sectors. With a natural aptitude for numbers, I have recently re-trained obtaining a diploma in accounting with the intent of blending my business knowledge with finance to offer a rounded service to clients. I have been successful in supporting new system implementations in two of my previous employers, being entrusted to help develop new business process and approaches, acting as interim director and site manager.

## BUSINESS SKILLS

ACCOUNTING & FINANCE



BUSINESS ADMINISTRATION



TRANSPORT LOGISTICS



PRODUCTION PLANNING



STOCK CONTROL



PROCUREMENT



## EMPLOYMENT HISTORY

### KJR DIGITAL | DIRECTOR / SECRETARY

April 2013 - Present

Key achievements: Implemented Xero accounting package for the business as an upgrade from quick books, this has included optimising accounting processes and re-structuring the way the business handles finance to reduce administration.

I am a director & secretary for KJR Digital, where I offer my own professional services where my focus is on digitally enabled finance, and business support for clients, utilising my experience in manufacturing, logistics, agriculture, and transport.

### PEGASUS CHILDCARE CENTRE | FINANCE & PAYROLL OFFICER

Nov 2021 - Mar 2023

Key achievements: Digitally transformed the business administration of Pegasus, putting in place Quickbooks cloud and Microsoft Office 365, improving cost efficiency and introducing budget and cashflow forecasts, based in excel.

As finance & payroll officer I was required to gain a deep understanding of how the business was operating, putting in place new systems and processes to reduce cost, enhance forward decision making and plan budgets more effectively. This included maintaining levels of service and training of key staff to ensure new approaches were adopted.

As a registered charity I was required to ensure all changes adhered to the relevant legislation and regulation set out by the Charity Commission. Whilst outside of my official responsibilities I assisted Pegasus in many areas such as, website redesign, marketing, sales forecasting and upgrades to IT systems.

### LIMAGRAIN | LOGISTICS COORDINATOR

Sep 2008 - Mar 2013

Key achievements: Able to quickly drive cost efficiency in the transport division, saving £25k annually within the first 12 months. I was seconded as site manager for 3 months, overseeing general management of the warehouse and production planning. This led to me taking on several management level duties on an ongoing basis.

General responsibilities of the role included transport planning, customer management, production planning, regulatory compliance and performance analysis.

Alongside my official duties I also supported a new SAP implementation, replacing an existing legacy system to enhance operational productivity of the warehouse and associated functions. As part of the migration, I helped define the master data and process flows for production planning, despatch, and transport.

### GIST | DEVELOPMENT PLANNING COORDINATOR / PLANNER

May 2007 - Apr 2008

Key achievements: Promotion within 12 months demonstrating the ability to orchestrate the team, this included support of the Planning Manager and performance analysis.

General responsibilities of the role included temperature-controlled supply of goods for Marks and Spencer as a key logistics provider. This required network planning within tight timeframes to ensure customer Key Performance Indicators (KPI's) were met in line with contract terms. I had to manage customer expectations and provide daily updates to key stakeholders both internally and externally, which included cost optimisation where possible.

A valuable experience to work in a high pressure, time critical environment learning how to adapt at pace and manage deadlines.

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## TECHNICAL SKILLS

SAP ERP  
(Various modules)



Quickbooks  
(cloud & desktop)



Sage  
Cloud & payroll



Xero



MS OFFICE



Excel



## REFERENCES

Please get in touch to discuss references relevant to the opportunity. We can provide references from both academic and commercial organisations.

## TRAINING & MEMBERSHIPS

AAT Member (MAAT)

*Full membership with the AAT*

Word Processing

*Training on general computer usage*

RSA1 – Text Processing

*Word processing for business documents*

Certificate of ICT

*Foundational IT training*

## EMPLOYMENT HISTORY

CONAIR | LOGISTICS MANAGER

Mar 1998 – May 2007

Key achievements: I was entrusted with the responsibilities of Operations Director during periods of absence, managing senior stakeholders within the business. I had a lead role in a full SAP Enterprise Resource Planning (ERP) implementation, drawing on experiences from across different business functions to ensure a smooth transition.

During my time in Conair I progressed throughout the company having held roles in sales, customer services and operations and logistics. This wealth of knowledge helped to me to optimise cost and business processes across various capabilities, leading to a managerial position reporting directly to the operations director.

My key responsibilities included overall management of purchasing, logistics, import and exports, customer management and maintaining supplier relationships. I was required to effectively communicate with both internal and external stakeholders, at a senior level internally reporting up to the board. Imperative to my role was ongoing performance management and analysis, highlighting key performance issues, risks and areas for improvement, covering logistics and operational performance.

I took pride in being asked to take a lead role in the team delivering the UK implementation of SAP as part of a global roll out, working closely with the SAP developers and United States team leads to ensure a smooth transition and adoption of the system. This included working across all departments to capture user needs, define a master data record and evolve existing processes to improve productivity. I was also required to support training and initial system testing, working through to completion of the roll out.

## EDUCATION

2018  
-  
2022

Grantham College - Association of Accounting Technicians (AAT)

- AAT Professional diploma in accounting level4 (merit)
- AAT Advanced diploma in accounting level3 (distinction)
- AAT Foundation certificate in accounting level2 (distinction)

1994  
-  
1996

Yateley Sixth Form College – GNVQ Business Advanced  
An advanced level GNVQ in overall business management and administration.

## INTERESTS & VOLUNTEERING

*Swimming*

*Recycling, upcycling, and care for the environment*

*National Trust play coordinator for 4 years*

*Walking bus conductor supporting health and wellbeing of children and their local environment*