YOUEN EVO

Accounting Assistant · Purchase & Sales Ledger · Reconciliations · VAT · Month-end Close

youen.evo@proton.me • +44 7454 800310 • France • linkedin.com/in/youen-evo-21467a43b

PROFILE

7 years in accounting across a major retailer (Petit Bateau), an accountancy practice (In Extenso) and UK businesses. I cover the full cycle from bookkeeping to close: purchase and sales ledgers, bank reconciliations, VAT and balance sheet reconciliations, handling **up to 500 invoices a month** and **a portfolio of 30 clients** in practice. I also bring strong automation skills: **25+ AI-powered automations for 20+ businesses**, saving each of them 5 to 10 hours a week. Meticulous and bilingual English-French.

PROFESSIONAL EXPERIENCE

Finance & AI Automation Consultant
Apr 2025 - Present

Ubiquehq · United Arab Emirates, remote

- Designed and built **25+ finance and admin automations for 20+ client businesses** (SMEs, accountancy firms, e-commerce, real estate), from process review to go-live and client training.
- Automated invoice capture and data extraction, bank transaction categorisation and payment reminder sequences with Zapier, Make, n8n, GoHighLevel and AI (Claude, ChatGPT), **saving each client 5 to 10 hours of admin a week**.
- Built KPI dashboards that cut monthly management reporting **from a full day to under an hour**; reminder sequences reduced overdue invoices.

Accounting Assistant
Nov 2024 - Nov 2025

Manpower France · temporary assignments, France

- Assignments included **two law firms (about one year in total)**, working on legal practice management and billing software.
- Processed **300+ purchase and expense invoices a month**, with three-way matching (PO, goods received note, invoice) and VAT checks.
- Reconciled bank accounts and supplier statements, clearing unmatched items before month-end.
- Prepared year-end working papers, balance sheet reconciliations and audit schedules for the external auditors.

Accounting Assistant
Nov 2022 - Oct 2024

Pertemps Network Group · contract, United Kingdom

- Ran the purchase ledger on **Sage**: about **400 supplier invoices a month** and supplier statement reconciliations.
- Completed bank reconciliations across **5+ bank accounts**, investigating and resolving discrepancies and missing entries.
- Prepared month-end balance sheet reconciliations and reviewed aged debtors and creditors with the finance team.

Accounting Assistant, Accountancy Practice
Sep 2021 - Oct 2022

In Extenso · France, hybrid

- Kept the books for a portfolio of **30+ SME and sole-trader clients**: purchases, sales, bank and cash allocation.
- Prepared monthly and quarterly VAT returns; supported year-end with file reviews and draft financial statements.
- Chased clients for missing documents so that every filing deadline was met.

Accounts Payable & Receivable Clerk
Oct 2019 - Sep 2021

Petit Bateau · France, remote

- Processed **500+ supplier invoices a month in SAP** and prepared weekly supplier payment runs.
- Recorded customer receipts and chased overdue balances (credit control).
- Posted journals and expenses in SAP; redesigned ledger processes, **saving about two working days a month**.

IT Support Analyst
Jul 2016 - Aug 2017

Red Hat · London, remote

- Resolved user tickets on Windows, Linux, macOS, access rights and connectivity; documented fixes and escalated complex incidents.

CORE SKILLS

- Purchase ledger & purchase-to-pay
- Three-way matching
- Supplier payment runs
- Sales ledger & credit control
- Cash allocation
- Bank reconciliations
- Supplier statement reconciliations
- Balance sheet reconciliations
- Journals, accruals & prepayments
- Month-end & year-end close
- VAT returns
- Audit support & working papers
- Management reporting & KPIs
- Process automation & AI tools

SOFTWARE

- **Sage** · **SAP** · QuickBooks · NetSuite
- **Excel, advanced**
  pivot tables, XLOOKUP, SUMIFS, data cleaning, dashboards
- Microsoft 365 · Google Workspace
- **Automation:** Zapier · Make · n8n · GoHighLevel
- **AI:** Claude · ChatGPT
- Notion · Slack

LANGUAGES

- **French** · native
- **English** · fluent (C2), used at work since 2016

EDUCATION

Bachelor's degree (Licence) in Economic & Social Administration
Université Rennes 2
2017 - 2019

Two-year undergraduate diploma (DUT) in Marketing
Université de Bretagne Occidentale
2014 - 2016