

CURRICULUM VITAE

ProBase Limited

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PROFESSIONAL SUMMARY

ProBase specialise in offering bespoke software solutions to the business market. Our resourceful solutions are focused on providing your business with a secure, user friendly and cost effective solution to assist your business in accessing and analysing essential business data.

As a registered member of Microsoft and with over 30 years of business knowledge in the IT, financial, insurance and reinsurance industry ProBase have the expertise to utilise Microsoft products to develop bespoke solutions and integrate them with our clients operating systems.

Our commitment to our clients is an honest and methodical approach to provide them with an innovative solution tailored specifically to their requirements. All of our bespoke solutions are fully maintained and supported to ensure your business continues to operate with confidence.

TECHNICAL KNOWLEDGE

- Operating Systems
 - Microsoft Windows 97, XP, 2003 & Vista
 - Databases
 - Microsoft Access (97-2007)
 - SQL Server 2000 & 2005
 - Programming Languages
 - Visual Basic (VB), Visual Basic for Applications (VBA)
 - SQL, Transact SQL
 - XML, HTML
 - Microsoft Office Applications (97-2007)
 - Excel
 - Word
 - Outlook
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TECHNICAL SKILLS

- Bespoke software design and development.
 - Automating business processes using advanced technologies.
 - Database design, implementation and administration.
 - Management reporting automation.
 - Microsoft Windows and Office support.
 - Comprehensive training on Microsoft products.
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EXPERIENCE

These are some examples of where ProBase has used its knowledge and expertise to service our growing client base.

- Designed and implemented a debt condition coding system to analyse the collectability of client's £3.5 billion ledger.
- Developed an Expense Claims system using Excel and Outlook to automate the process for a private sector company.
- Designed and implemented an insurance collection tracking system to facilitate the recovery of debt.
- Documented technical and functional specifications for 15 significant databases for a major London based client.
- Developed a Time Management system for a client to record their employee's time and generate invoices to send to their customers.
- Assessed our client's business practices and implemented a number of systems to automate time consuming processes.
- Developed a comprehensive Management Reporting system to produce age analysis reports for outstanding debt.
- Designed and developed a Document Management system giving our client the assurance that employees are using the correct versions of documents, spreadsheets and databases.