

Summary

Highly motivated ACCA student with a solid understanding of financial principles, accounting standards, and regulatory requirements. Proficient in financial modelling, Excel, and accounting software. Strong communication and team work skills with excellent time management and organizational abilities. Eager to bring my skills and enthusiasm to a dynamic organization and contribute to financial growth and success.

Experience

PNY Group of Companies

Accountant

10/2024 to 11/2024

- Effective cash management and financial control, ensuring accurate accounting and timely recoveries.
- Managed petty cash funds, maintained cash books, and implemented internal controls.
- Handled petty cash transactions, ensuring accurate record-keeping and reconciliation.
- Managed daily recoveries, verifying transactions and updating records.
- Coordinated monthly recoveries, reconciling petty cash and refilling funds.
- Utilized Google sheets for fee sheet and data sheet management, streamlining data entry.
- Implemented LMS for sale verification, tracking sales transactions in real-time.
- Integrated ERP system for Expense recording-keeping, automating Expense coding.

UK based firm

Project intern

06/2024 - 07/2024

- Actively participated in brainstorming sessions for concept development and idea generation, bringing fresh perspectives to established processes.
- Applied problem-solving skills to resolve unexpected challenges that arose during ongoing projects swiftly and efficiently.
- Assisted in assembling project documentation for project manager, confirming inclusion of data and preliminary information.
- Produced professional reports, documents and presentations for project needs.
- Collaborated with team members to develop innovative solutions, resulting in increased overall project effectiveness.
- Facilitated knowledge sharing sessions among team members, fostering a culture of continuous learning within the organization.

Haidar Zaman & Sons

Accountant I, Haripur, KPK.

01/2024 - 05/2024

- Handled day-to-day accounting processes to drive financial accuracy.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Gathered financial information, prepared documents, and closed books.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Managed cash flow effectively, ensuring all company liabilities were met in a timely manner and surplus funds were invested wisely.
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues.
- Assisted in reducing outstanding accounts receivable balances by diligently following up on overdue invoices.
- Improved financial reporting accuracy through meticulous data analysis and reconciliation efforts.

- Streamlined month-end closing processes, resulting in reduced time spent on financial reporting tasks.
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 - Improved financial decision-making by creating comprehensive financial models and forecasts.
 - Reduced outstanding accounts receivable by developing and enforcing stricter credit control policies.
 - Provided journal entries and performed accounting on accrual basis.
 - Collected and reported monthly expense variances and explanations.
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Skills

QuickBooks, Xero, Taxation, Financial Reporting, Financial Management, MS Excel, Microsoft Word, Financial Modeling, Financial analysis, Auditing

Education

ACCA

ACCA Part qualified

Diploma in commerce

Sarhad college of commerce, Haripur KPK

Certificates

QuickBooks online, Xero, Advance Excel, ERP

