

# USAMA AZAM

## FINANCIAL ACCOUNTANT ACCA



### CONTACT

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### SKILLS

- XERO
- QUICKBOOKS
- CAPIUM
- IRIS
- MICROSOFT OFFICE 360
- MS EXCEL
- JETPACK WORKFLOW
- VAT
- DEXT
- IRIS
- BOOKKEEPING EXPERTISE
- FINANCIAL REPORTING
- TIME MANAGEMENT

### LANGUAGES

- English (Fluent)
- Urdu
- Punjabi
- Hindi
- Arabic (Basic)



### PROFILE

Experienced ACCA professional with 3 years of bookkeeping, taxation, and accounting experience in the UK. Competent in tax compliance, financial record keeping, and analysis. Adept at creating financial statements, maximizing tax efficiencies, and using accounting software. Deadline-driven, meticulous, and a skilled communicator. Devoted to providing precise financial data and promoting company growth.



### WORK EXPERIENCE

#### Ashgrove Accountants (UK-Based Firm)

AUG 2023 - DEC 2024

##### Financial Accountant

- Ensuring accurate entry of sales ledger documents (sales invoices) and purchase ledger documents (bills).
- Displaying proficiency in efficiently balancing supplier and bank statements.
- Demonstrating excellent analytical abilities by producing reports on debtors and creditors with efficiency.
- Demonstrating a great deal of expertise in accurately managing opening balance adjustments.
- Preparing VAT returns with skill and demonstrating a thorough understanding of tax laws.
- Competently creating yearly accounts while making sure that financial requirements are followed.
- Capium Payroll is used to process payroll.
- Knowledgeable about handling Confirmation Statement (CS) filings and other legal requirements.
- Specializing in simplifying data processing by transforming financial PDFs and photos, including bank statements and invoices, into Excel format.
- Requesting data and answering questions directly from the client.

#### Capital Connect Services (UK- Based Firm)

JAN 2021 - AUG 2023

##### Trainee Accountant

- Preparing small and medium-sized companies annual accounts on an accrual basis.
- Proficiency with VAT returns and bookkeeping.
- Creating the financial statements' notes.
- Proficient in using accounting programs such as Microsoft Office, Xero, Dext, IRIS, Hubdoc, and Oracle
- Proficiency in accounting software.

# ACHIVEMENTS

- **ACCA Foundation Diploma (AFD)**  
2021 - 2022.
- **ACCA Diploma in Accounting & Business (RQF Level 4)**  
2023-2024.
- **Certificate of Completion SAP Business One**  
Duration: 1 July 2022 - 15 Oct 2022.
- **Certificate of Appreciation**  
For Providing Valuable Services to East School of Accountancy as an **Ambassador**. Duration: 2021.
- **Certificate of Completion**  
6 Week Training Program **QuickBooks, XERO** from **Obox Training Company**  
Duration: 10 March 2021 - 20 April 2021.

# INTERESTS

- Reading
- Travelling
- Fitness and running
- Learning
- Technology and Innovation Interests
- AI Models

# REFERENCE

**Imran Qasim**  
Practice Head  
**Phone:** +44 7703 724717  
**Email :** imran@ashgroveaccountants.co.uk

**Haroon Ilyas**  
Team Leader  
**Phone:** +44 7462 260285  
**Email:** Haroon@accountantsxnextdoor.uk

## Afzaal Agency (Distributer)

Jan 2019 - Dec 2020

Assistant Accountant

- Accounts Payable Management:
- Verified vendor invoices and ensured timely processing of payments.
- Created payment schedules while managing cash flow effectively.
- Resolved disputes through efficient communication with vendors.
- Accounts Receivable Management:
- Prepared customer invoices and ensured timely collection of payments.
- Sent reminders for outstanding balances and analyzed aging reports.
- Reconciled customer accounts and resolved discrepancies promptly.
- Inventory Management:
- Monitored stock levels daily and maintained accurate records.
- Ensured minimum stock levels and placed replenishment orders on time.
- Prepared inventory reports and conducted physical stock counts.
- Identified slow-moving and obsolete inventory and proposed solutions to optimize stock.
- Software Proficiency:
- Utilized software for inventory and accounts management (Oracle Based Software, Tally, or Excel).
- Achievements:
- Streamlined payable and receivable processes, reducing payment cycles.
- Minimized inventory wastage, achieving cost efficiency.
- Automated reporting systems, improving team productivity.

## Centre For Nuclear Medicine (CENUM)

14 Dec 2017- 19 Jun 2018

Internship - Accounts Department

- As a Trainee Accountant, I managed invoices and monitor vehicles mileage.
- Assisted in payroll preparation for employees on monthly basis.
- Gained exposure to audit process.
- This experience helped me develop key accounting and organizational skills.



# EDUCATION

**LaurelBank Public High School** 2014 - 2016  
Olevel's  
**Status: Passed A Grade**

**East School Of Accountancy** 2019 - 2021  
AFD (Foundation In Accounting & Finance)  
**Status: Passed A Grade**

**Skans** 2021 - 2023  
ACCA (Part-Qualified)  
**Status:** Business and Technology (BT), Management Accounting (MA), Financial Accounting (FA), Corporate and Business Law (LW), Financial Reporting (FR), Taxation (TX)