

# Omer Aftab

Address: Malta

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## **Personal Profile**

A highly motivated and ambitious accounting graduate and part qualified ACCA with a strong academic record and relevant professional experience with the medium-sized firm of chartered certified accountants. Now looking for an excellent opportunity to join the accounts or finance department of an organisation to improve existing skills and continuous professional development.

## **Key Professional and IT Skills**

- Experienced user of Accounting software's: Sage 50 Accounts, Sage Payroll and Xero
- Advanced Microsoft Excel Skills including Data analysis, Pivot tables, Look-up functions
- Accounts Payable, Accounts Receivables & Account Reconciliation
- Bank Analysis, Reconciliations & VAT Returns
- Payroll Management (PAYE)
- Budgets & Forecasting
- Auditing & Compliance
- Excellent communication skills in English both written and verbal
- Flexibility, Adaptability, Commitment, Self-motivation & Resilience

## **Professional Experience**

### **January 2019 to Present – Junior Accountant, Hogg Capital Investment, Malta**

*Duties include:*

- Posting and attaching all purchases invoices on Xero including any relevant emails & any other supporting documentation.
- Recording transactions appear on Operational Bank Accounts on a daily basis in the accounting system for all currencies (EUR, GBP & USD)
- Month end bank reconciliation for all banks in different currencies.
- Executing payments of invoices to suppliers, clients' withdrawals and partners' withdrawal requests, on a timely manner.
- Maintaining Fixed Assets Register, Prepayments & Accruals.
- Preparing of depreciation workings at the end of each month using the correct percentage rates depending on the class of asset.
- Processing and accounting for wages.
- Updating revenue report on the daily basis.

### **March 2018 to December 2018 – Assistant Accountant, Easy Finance (UK) Ltd**

*Duties include:*

- Setting up sales ledger, purchase ledger and customised nominal Ledgers.
- Processing of various client accounts - including sales invoices, purchase invoices, petty cash, expenses, credits cards.
- Petty cash, bank and credit card reconciliations.
- Preparing and submission of VAT returns.
- Assisting in the completion of month end accounting reports
- Maintaining records - backup schedules to support accounting entries.
- Using Accounting Software's - Sage 50 Accounts & Sage Payroll.
- Processing all data relating to staff payments into the payroll database on a regular basis, ensuring that staff are paid on time and receive the correct payments.
- Processing payroll for the clients around 200 on a biweekly or monthly basis.
- Checking number of hours employees have worked & Working out tax and NI deductions.
- Processing holiday, sick and maternity pay, calculating overtime, bonus payments.

- Preparation of payslips, Summary Reports, Issuing P60s and P45s.

**March 2017 to February 2018 – Purchase Ledger Clerk, TrustFord, Bradford (Contract)**

*Duties include:*

- Placing Purchase Orders with suppliers in relation to sales orders received.
- Stock Control and supplier delivery management.
- Setting up new client's accounts, new supplier accounts and maintaining existing account details.
- Processing high volume purchase invoices.
- Supporting the manager in the daily running of the Purchase Ledge department.
- Ensuring all relevant communications, records and data are updated and recorded.
- Matching and coding of all invoices.
- Reconcile supplier statements to the purchase ledger accounts.

**May 2012 to December 2016 – Stock Control Assistant Tesco Plc, London, (Part-Time)**

*Duties include:*

- Identify and manage faulty stock and stock without barcode tickets.
- To ensure that items are fully recorded.
- To ensure that all stock leaving the shop is booked out correctly and sent as quickly as possible, ensuring that all paperwork is completed correctly.
- To assist in stock takes on a weekly basis in liaison with shop management team.

**Professional Development Training**

**September 2016 to October 2016 – Trainee External Auditor, EY, Pakistan**

*Duties include:*

- Examine the evidence and make written communications.
- Interact with client personally on a regular basis.
- Collating, inspecting and analysing spreadsheet data.
- Assist in the completing of audit procedures.

**August 2015 to September 2015 – Trainee Finance Assistant, Ministry of Finance, Malta**

*Duties include:*

- Working within the Treasury Department of the Ministry of Finance.
- Processing of all Governmental accounting transactions.
- Responsible for monthly preparation of comparative statements of revenue and expenditure and ensuring tasks are completed on schedule.

**Education and Qualifications**

ACCA

University of East London

Level 2 (F1 to F9) exempted – Part Qualified

B.A (Hons) (2:1) Accounting & Finance (June 2016)

**Nationality**

British

**References**

Available on Request