**Curriculum Vitae**

**Personal Details**

**Hamza Togola**

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**PERSONAL PROFILE**

**Bookkeeper/Accountant**

PERSONAL SUMMARY

I am qualified by experience and Education Bookkeeper highly organised and responsible Administrative & Bookkeeper/Accountant have an experience across diverse industries an enthusiastic, self-motivated and highly organised individual with all rounds bookkeeping experience. As a quick learner having a excellent working knowledge of double entry bookkeeping, managing accounts, maintaining a sales ledger, raising invoices,

Issuing regular statements and processing receipts. Easy going by nature but focused enough to take responsibility for reconciliation of all ledgers, accruals & prepayments, settlement of suppliers and generate payment runs. Presently looking for a suitable bookkeeping position

**EDUCATION AND TRAINING**

2007 AAT Bookkeeping (study)

2005-2008 Lewisham College, BTEC Information Technology Level 3

2000-2003 BSc (Hons) Finance Accounting FAS University in Mali

1999 French Baccalaureate in France

**Language**

**English, Speaking and writing**

**French, speaking and writing**

**WORK EXPERIENCE**

**HIBISCUS UK LTD formally JOBWISE COMMUNITY VENTURE**

Jobwise Venture Ltd: this is a multi- service company dealing with conference booking. Days nursery school ownership and provision of accounting services to SMEs and voluntary Sector.

Responsible for processing purchase and sales ledger invoices, complete

Reconciliations and general finance related within the department. In busy periods

Also assisting with answering the phone & general admin duties

**Bookkeeper/Accountant August 2008 to present**

**Responsibility & Tasks:**

* Raising purchase and sales invoices, coding, and posting to ledger.
* Chasing customers for payment.
* Producing management accounts.
* Maintenance of fixed asset registers
* Depreciation.
* Credit control, chasing overdue payments.
* Completing and submitting quarterly VAT returns.
* Daily banking and allocating of all monies.
* Meeting clients face to face.
* Petty Cash reconciliation and bank reconciliation of all bank accounts
* Preparing weekly and monthly accounts.
* Ensuring that all expense claims are collated and paid on time.
* Production of trial balance for month end and preparation of audit.
* Communicating with the Inland Revenue concerning PAYE.
* Sending remittances of PAYE and processing payroll.
* Prepare computerised payroll for our company and clients using Sage payroll.
* Maintain all PAYE records including P35, P45, P46, and P14/P60. Prepare end of the year returns both clients account and company.
* P11D prepare and submit
* Corporation Tax
* Management of budget and cash flow on monthly basis
* Prepare year end account for Auditor
* Journal entries adjustment: Accruals, Prepayment, Depreciation, Correction of errors.

**KEY SKILLS AND COMPETENCIES**

* Proven ability to work under the pressure and to meet deadlines.
* Experience of working with small and medium-sized companies.
* Knowledge of QuickBooks.
* Have an in-depth understanding of foreign currency and VAT rules.
* Excellent working knowledge of Sage Line 50, Sage account 2010/201, IRIS, VT Software and Pegasus.
* Excellent knowledge of Microsoft Word, Outlook, Power point, Excel,
* Able to work well as part of a team and with strong communication skills.
* Able to work well with clients helping to build business relationships.
* Strong proven track record in accounts preparation from a practice environment’s
* Have own transport and can travel and work from client premises when required

**Sale manager: GM group (France) 2001 to 2005**

Responsible for the development and performance of all sales activities in assigned market. Staffs and directs a sales team and provides leadership towards the achievement of maximum profitability and growth in line with company vision and values. Establishes plans and strategies to expand the customer base in the marketing area and contributes to the development of training and educational programs for clients and Account Executives.

**Responsibilities:**

* Develops a business plan and sales strategy for the market that ensures attainment of company sales goals and profitability.
* Responsible for the performance and development of the Account Executives.
* Prepares action plans by individuals as well as by team for effective search of sales leads and prospects.
* Initiates and coordinates development of action plans to penetrate new markets.
* Assists in the development and implementation of marketing plans as needed.
* Conducts one-on-one review with all Account Executives to build more effective communications, to understand training and development needs, and to provide insight for the improvement of Account Executive’s sales and activity performance.
* Provides timely feedback to senior management regarding performance.
* Provides timely, accurate, competitive pricing on all completed prospect applications submitted for pricing and approval, while striving to maintain maximum profit margin.
* Maintains accurate records of all pricings, sales, and activity reports submitted by Account Executives.
* Creates and conducts proposal presentations and RFP responses.
* Assists Account Executives in preparation of proposals and presentations.
* Controls expenses to meet budget guidelines.
* Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.
* Recruits, tests, and hires Account Executives based on criteria agreed upon by senior management.

**Relationships and Roles:**

**Internal / External Cooperation**

* Insures that all Account Executives meet or exceed all activity standards for prospecting calls, appointments, presentations, proposals and closes.
* Delegate’s authority and responsibility with accountability and follow-up.
* Sets examples for Account Executives in areas of personal character, commitment, organizational and selling skills, and work habits.
* Conducts regular coaching and counselling with Account Executives to build motivation and selling skills.
* Maintains contact with all clients in the market area to ensure high levels of client satisfaction.
* Demonstrates ability to interact and cooperate with all company employees.

**INTERESTS AND HOBBIES**

Cinema, football, music, meeting new people

**REFERENCES:**

Bisi Idowu

Hibiscus UK Ltd

13 Norton Folgate

London

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