



SIKANDER AZEEM

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SUMMARY

Detailed-oriented and results-driven Accounting Professional with over 2.5 years of experience in bookkeeping, financial reporting, and tax compliance across hospitality, healthcare, construction, and retail sectors. Skilled in invoice processing, bank reconciliations, VAT returns, Self Assessment, payroll administration, and supplier/customer account management. Adept at leveraging accounting software and best practices to ensure accuracy, efficiency, and compliance. Part-qualified ACCA with a strong commitment to professional growth and delivering high-quality financial support.

WORK EXPERIENCE

Associate Accountant | Outmin Ltd – Dublin, Ireland May 2025 - Aug 2025

- Conducted supplier reconciliations by verifying statements against ledgers, ensuring accuracy and completeness.
- Identified and resolved discrepancies including missing invoices, duplicate payments, and billing error.
- Processed and recorded high volumes of invoices daily with precision and compliance to company standards.
- Assisted with VAT compliance through data preparation and reporting in line with Irish tax regulations.
- Performed daily bank reconciliations to support accurate cash flow management.
- Delivered end-to-end accounting services by preparing and analyzing complete sets of accounts for diverse clients in retail, healthcare, construction, and hospitality industries.
- Managed Accounts Payable and Receivable cycles, ensuring timely settlements and reconciliations.
- Assisted in budget preparation, financial forecasting, and variance analysis to support management decisions.

Assistant Accountant | Medic Accountants Ltd – London, England June 2024 - May 2025

- Prepared annual accounts by compiling and analyzing financial data to meet compliance requirements.
- Managed Self Assessment tax return preparation for individual clients.
- Produced accurate and timely management accounts for multiple clients.
- Ensured accurate VAT return preparation and timely submissions in line with UK regulations.
- Performed supplier and customer reconciliations to maintain precise financial records.
- Conducted bank analysis and processed payroll for a portfolio of client companies.

Trainee Accountant | EU Accounting Services – Brussels, Belgium Feb 2023 - May 2024

- Processed and recorded large volumes of invoices while maintaining compliance with financial documentation standards.
- Performed daily bank reconciliations to ensure integrity of records and accurate cash flow reporting.
- Assisted in preparing VAT returns and financial statements in compliance with local regulations.
- Supported accounting teams with administrative and ad-hoc financial tasks.

EDUCATION

- Association of Chartered Certified Accountants (ACCA) – Part-Qualified | Ongoing
- F.Sc (Pre-Engineering), Cadet College Jajja – Rawalpindi, RBISE | 2018 | 70%
- Matriculation (Science), Cadet College Jajja – Rawalpindi, RBISE | 2016 | 84%

SOFTWARE

- Quickbooks Online
- VT Transaction +
- Taxcalc
- Dext
- Excel
- Winauditor
- Fid-Manager
- Hubspot
- Outmin

SKILLS

- VAT & Corporate Tax Compliance
- Financial Statement Preparation & Reporting
- UK Tax Regulations & HMRC Processes
- Financial Data Analysis & Tax Planning
- Accounting Software Proficiency
- Strong Analytical & Problem-Solving Skills
- Effective Communication & Stakeholder Collaboration

LANGUAGE

- English
- Urdu/Hindi
- Punjabi

INDUSTRY EXPOSURE

- Healthcare
- Real Estate & Construction
- Hospitality
- Supermarket/Retail.
- Manufacturing & Trading.

ADDITIONAL INFORMATION

- Available to join Immediately.
- Open to relocation within Bahrain.