

HASNEN LALA

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Summary

Skilled financial management professional equipped to plan budgets, control expenditure and manage team operations. Focused on continuous improvement and strict compliance. Analytical in resolving problems and enhancing systems.

Managerial professional with working knowledge of financial best practices in business development. Background in influencing executive-level decision-making and strengthening existing strategies. Defines and enforces impactful procedures for improved planning.

Experience

Finance Lead

Nov 2022 to Current

Supported Steps CIC - Bolton, Greater Manchester

- Managed accounts payable and receivables, raising invoices, reconciling accounts and processing cash transactions.
- Handled customer and employee finance queries, complaints and concerns, resolving with balanced solutions.
- Assessed financial strengths and weaknesses of company strategy.
- Monitored expenses, income, budgets and petty cash records and acted upon errors.
- Picked up additional tasks to aid team success.
- Updated databases while complying with GDPR regulations.
- Planned rotas to maintain high service levels while minimising payroll costs.

Skills

- Invoice management
- QuickBooks
- Expense management
- Administrative support
- Technical skills
- Polite and friendly
- Google Workspace
- Multitasking
- Customer assistance
- Highly motivated
- Microsoft Excel
- Communication skills

Education

Master of Business Administration, International Management

Jan 2022 to May 2023

University of Bolton - Bolton, Greater Manchester

Languages

English: : C1



Advanced

Hindi: : B2



Upper intermediate

Gujarati: : C1



Advanced

Urdu: : B2



Upper intermediate