

# Mohsin Khan

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## Profile

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As a dedicated Certified Public Accountant with an MSC in Accounting and Finance from Bangor University, my career has spanned various roles in the finance sector, including a significant position at Hilton. My expertise extends to handling complex financial tasks, preparing financial statements, and contributing to team efforts as demonstrated at the British Heart Foundation. My passion for accounting is matched by my commitment to volunteering and continuous professional development, evidenced by my ongoing studies in CIMA and diverse certifications in digital financial tools.

## Education

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**Master of Science (MSC) in Accounting and Finance** [Sep. 2022–Sep. 2023]  
*Bangor University, United Kingdom*

**Certified Public Accountant (CPA)** [Mar. 2012–Jul. 2016]  
*The Association of International Certified Public Accountants, United Kingdom*

**CIMA Chartered Institute of Management Accountant** [Jan. 2023–Sep. Current]  
*United Kingdom*

**BTEC LEVEL 7 IN STRATEGIC MANAGEMENT AND LEADERSHIP** [Feb. 2013–Sep. 2015]  
*Pearson Edexcel United Kingdom*

**HDA HIGHER DIPLOMA IN ACCOUNTING** [Oct. 2011–Mar. 2013]  
*BIMS*

## Work Experience

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**Assistant Management Accountant** | Hilton Worldwide | United Kingdom [Aug. 2023–Current]

- Perform balance sheet reconciliations and analyses, and support the preparation of monthly management accounts.
- Calculate automotive revenue, gross profit, and cost of sales, and forecast revenue and expenses.
- Build and maintain fixed asset roll forward schedules, including CAPEX estimates and depreciation & amortization schedules.
- Calculate key performance indicators (KPIs) such as Days Sales Outstanding (DSO), Days Inventory Outstanding (DIO), and Days Payable Outstanding (DPO).
- Analyse investments in working capital and prepare comprehensive loan schedules.
- Prepare daily revenue reports and perform monthly payroll processing, ensuring accuracy in calculations, deductions, and timely payments.
- Manage accruals and prepayments to maintain accurate financial statements, and conduct regular bank reconciliations to ensure transaction accuracy and account balance integrity.

- Assist in preparing comprehensive financial statements including balance sheets, income statements, and cash flow statements.
- Maintain and update financial records and ledgers, ensuring compliance with accounting standards.
- Collaborate with senior accountants and auditors to provide documentation and support during annual audits.
- Handle accounts payable and receivable, including invoice processing, payments, and collections.
- Manage fixed asset register updates and depreciation postings, and assist with month-end closing processes including P&L preparation.

**Accounting Assistant** | DORZA Accountancy Firm | United Kingdom [March. 2023–Aug. 2023]

- Prepare and manage daily journal entries and ledger operations.
- Assist with month-end financial reporting and year-end closings.
- Support the preparation of financial statements such as balance sheets and income statements.
- Conduct regular bank reconciliations to ensure accuracy of financial transactions.
- Manage accounts payable and receivable processes, including invoice processing and collections.
- Assist with budget preparation and financial forecasts.
- Maintain accurate financial records and documentation in compliance with legal and regulatory standards.
- Support senior accountants and finance team members in tax preparation and audit processes.
- Monitor and reconcile company expenses and prepare reports on discrepancies and anomalies.
- Ensure timely and accurate processing of payroll transactions.

**Volunteer Bookkeeper and administrator** | British Heart Foundation [Oct. 2022–Feb. 2023]

- Managed and recorded all financial transactions with complete accuracy in data entry and documentation, ensuring the integrity of financial records.
- Maintained an up-to-date and accurate record of the organization's financial status using accounting.
- Processed invoices, expense reports, and other financial documents in adherence to the foundation's financial policies and procedures, ensuring compliance and operational efficiency.
- Assisted in the preparation and organization of events and campaigns, contributing to the Foundation's outreach and fundraising efforts, thus enhancing community engagement and support.
- Provided exemplary customer service by managing phone calls and walk-ins, addressing inquiries, and providing information about the Foundation's work and objectives.
- Ordered office supplies and maintained inventory, ensuring an optimal working environment for staff and volunteers, thus supporting the Foundation's operational needs.

**Ast. accountant & Part-time English Teacher** | Beijing China [Feb. 2018–Dec. 2021]

- Assist with month-end financial reports and the annual budgeting process.
- Manage payroll, accounts receivable, and accounts payable.
- Reconcile bank statements and calculate tax payments and returns.
- Support the senior accountant in managing financial transactions and auditing.
- Analyze financial discrepancies and recommend effective resolutions.
- Monitor financial transactions and report financial irregularities to management.
- Maintain digital and physical records of invoices and contracts.

- Teach basic English skills including reading, writing, and speaking.
- Compose lesson plans in order to successfully incorporate the full duration of each lesson.
- Execute lessons efficiently using different styles of teaching depending on the content.
- Engage students to ensure a lively classroom atmosphere.
- Instruct students about the structure and content of the English language.

## Digital Skills

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Sage50 | Quickbooks | Financial Modeling | Financial Statement & Financial Reporting | IFRS | GAAP | Advanced Excel | Team-work oriented | Organizational and planning skills | Budgeting and Forecasting | Sagecloud

## Organisational Skills

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- Proficiency in using accounting software including Xero, QuickBooks, and Sage cloud.
- Expertise in Financial Modelling and advanced Excel skills for complex financial analyses.
- Strong knowledge of financial statements, financial reporting, and understanding of IFRS and GAAP principles.
- Effective organizational and planning skills, adept at managing multiple tasks and projects.
- Strong analytical skills with a keen attention to detail, ensuring accuracy and compliance in financial records.
- Excellent teamwork capabilities, working efficiently within team environments to achieve financial objectives.
- Competent in budgeting and forecasting, aiding in financial planning and strategy.
- Demonstrated problem-solving skills, able to identify and resolve discrepancies and financial irregularities.
- Excellent communication skills, capable of presenting financial information clearly and concisely to management and stakeholders.
- Commitment to continuous professional development as evidenced by ongoing studies in CIMA and diverse certifications in digital financial tools.

## Hobbies and Interest

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I am dedicated to a healthy lifestyle and participate in many different sports and activities in my spare time, especially hiking. During the summer, I am often on the road or a mountain trail with my bike. Sometimes, I will do all-day hikes on the trail as well. When it starts to get cold during the winter, I spend a lot of time hitting the slopes on the toughest hills, either skiing or snowboarding.

## Hobbies and Interest

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**Employability Skills** | Bangor University | United Kingdom

[Jul. 2022–Oct]

*Core skills and competencies*

- Problem solving
- Communication

- Collaboration
- Numeracy
- Digital and information literacy

#### *Personal attributes and behaviours*

- Initiative
- Self-management and resilience
- Self-awareness

#### *External awareness*

- Commercial and/or sector awareness
- Global citizenship

## **Driving Licence**

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**Driving Licence** | B

## **Volunteering**

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**English Teacher** | China

**British Heart Foundation** | Bangor United Kingdom

## **Certification**

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Xero | Quickbooks | Financial Modeling | Advanced Excel | TESOL ( Teaching English to the Speaker of Other Language)