

Shehzad Patel

63 Sutcliffe Street
Bolton, BL1 8EU
07564711877
shez008@hotmail.co.uk

Profile

- A resourceful Finance Administrator/Officer that is self-driven and motivated with a keen passion for learning and proven experience in problem solving in the Finance, Tech and Software Industries.
- Experience in Purchase/Sales Ledger, budgeting, financial reporting, financial planning, cash flow management.
- The ability to communicate financial data to people with no financial background.
- Strong MS Excel skills.
- Over 6 years experience in Accounting/Finance.
- Always looking for opportunities to be challenged, learn new skills and progress and develop both personally and professionally.

Proficiencies

Skills: Accounting | Problem Solving | Attention to Detail | Data Analysis | Communication | Budgeting| Knowledge of Accounting Software| Numerical Skills | Analytical Thinking | Warehousing | Presentation Tactics | Concepts | Business Intelligence | Business Strategy | Presentation Skills | Functional & Non-Functional Requirements

Technical Proficiencies: Sage | SQL | Jira | Confluence | Atlassian | Salesforce| Xero | PowerPoint | Excel | Word | SharePoint

Education

2010 - 2012: Bolton Sixth Form College, Bolton.

- A Levels in Business Studies, ICT and Law.

2005-2010: Sharples High School, Bolton.

- 9 GCSEs at grades A*-C, including Maths (B).

Work Experience

Collections Negotiator – Home Retail Group

Nov 2013 - Dec 2014

Working for HRG as a negotiator has really challenged and enhanced key skills that I possess in order to bring success to this role. As a collections negotiator, collecting payments from overdue Argos and Homebase accounts

on a daily basis is the core of this demanding job role whilst ensuring that we are adhering to Data Protection guidelines and treating our Customers Fairly. Working to specific targets also means I have become an asset to this organization. Following procedures and liaising with different departments helped me gain understanding of the key skills needed for this particular job role.

Purchase Ledger Administrator – Synexus Limited Jan 2015 – Dec 2018

Working in the Finance department, I am responsible for maintaining the purchase ledger. I have listed below the duties that I carry out on a daily basis.

- Bookkeeping.
- Recording and filing large volume of invoices.
- Payment processing.
- Calculating VAT payments.
- Managing petty cash.
- Accurate data entry.
- Processing weekly staff expenses.
- Communicating with externals vendors and suppliers
- Check and reconcile supplier and bank statements
- Creating payments runs for approval
- Analyse data, using Pivot tables and produce Excel reports
- Assist with month end procedures
- Investigate and resolve purchase ledger queries as required
- Set up new supplier accounts and maintain existing account details within the purchase ledger
- Creating company reports
- Preparing Cashbook and petty cash cheques

Assistant Accountant – Salford City Council Jan 2019 - Dec 2021

This role enhanced my skills further as I got to experience how the public sector works. Below are some of the duties that were carried out on a daily basis.

- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Completing purchase orders
- Completing financial reports on a regular basis and providing information to the finance team
- Assisting with budgets
- Entering financial information into appropriate software programs
- Managing company ledgers
- Coordinating internal and external audits
- Verifying balances in account books and rectifying discrepancies
- Verifying bank deposits
- Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records, and statements
- Preparing annual budgets
- Completing the year-end analysis
- Reporting on debtors and creditors
- Handling accruals and prepayments
- Managing monthly budgeting tasks
- Encoding accounting entries for data processing
- Sorting financial documents and posting them to the proper accounts

Accounting Specialist (Core) - Xero Current

- Support Practices and Small to Medium Sized Businesses in Accounting
- Exceed targets on UK and Global Averages constantly.
- Conduct investigations and testing to provide best experience and resolution to the customer.
- Training members of the team on product knowledge and processes.
- Showing excellent communication skills to customers.
- Ran shadowing sessions to help train colleagues.

Qualifications

- NVQ Level 2 In Business and Administration
- ICB Level 1 Certificate In Basic Bookkeeping
- Association of Accounting Technicians- Foundation Certificate in Accounting (Level 2)
- Association of Accounting Technicians- Advanced Diploma in Accounting (Level 3)

Leisure, Interests and Hobbies

Football Cricket Gym Fashion Travelling Reading Socializing

'References available on request'