

# Muhammad Shoaib Ahmad

Technologically savvy accountant with experience in accountancy practice. A goal-oriented and skilled individual driven and motivated to help organisations thrive by prioritising and encountering tasks independently and within a team. Extensive experience with Microsoft Office, Zoom, Xero, Sage and Simventure.

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📍 19, Hurstwood Avenue, Blackburn, United Kingdom

## EDUCATION

### FDA-ACCA

#### Skans School of Accountancy

09/2017 - 09/2018

##### Courses

- Foundation Diploma in Accountancy

### ACCA

#### Skans School of Accountancy

09/2018 - 09/2020

Lahore, Pakistan

##### Courses

- Finalist (11 of 13 Papers) - SBL & P8 Remaining
- Optional exams opted for is Advanced Taxation

### MBA (International)

#### University of Northampton

09/2020 - 09/2022

Northampton, United Kingdom

## WORK EXPERIENCE

### Assistant Accountant

#### Aczone Consultants Ltd

03/2021 - 08/2021

London, United Kingdom

##### Achievements/Tasks

- Participating in understanding clients' business processes and procedures in various industries
- Managing client invoices and Ledgers
- Creating invoices for companys' clients, input vendor invoices in the system and pay bills
- Inputting income and expenses entries
- Bank Reconciliation
- Assisting in preparation of annual accounts

### Operations Intern

#### Lamptons Solicitors

09/2021 - 09/2022

London

##### Achievements/Tasks

- Managed and increased the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions
- Invoicing to funding sources, including calculation of completed units of service and follow-ups.
- Improve the operational systems, processes, and policies in support of organisations mission.
- Support better management reporting, information flow and management, business process and organisational planning.

## SKILLS

Attention to detail

Professionalism

Organisational Skills

Communication Skills

Problem Solving

Administrative Management Skills

Qualitative Data Analysis

Project Management

Auditing

Book-keeping

Transaction Reconciliation

Revenue Analysis

Double Entry

Teamwork

Proficiency in Microsoft Office

Professionalism

Interpersonal

Analytical Thinking

Planning and Organising

Accuracy

Data Manipulation

## CERTIFICATES

### Foundation Diploma in Accountancy (ACCA) (09/2017 - 09/2018)

Financial and Management Accounting RQF Level 2 and 3,  
Accounting and Business RQF Level 4

## LANGUAGES

English

Full Professional Proficiency

Urdu

Native or Bilingual Proficiency

Punjabi

Native or Bilingual Proficiency

## INTERESTS

Cricket

Swimming

Horse Riding

Internet Surfing

Music

Camping

Travelling