

GUL RANG

PROFILE

A finance assistant with an AAT qualification and one year of finance experience, eager to switch industries to discover and leverage other strengths. With strong management skills honed as a quality controller and finance assistant, I effectively oversee departments, supervise teams, and maintain excellent communication with clients and employees.

Commanding all Microsoft applications, efficient with numbers, and possessing strong communication and advisory skills, I excel at resolving queries and ensuring operational efficiency

CONTACT

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STRENGTHS

Technical strengths:

Proficient in Excel
Proficient in XERO
Proficient in SAGE
Proficient in Bright pay
Proficient in IRIS
Proficient in Microsoft office
Proficient in Outlook
Proficient in Microsoft Word
Proficient in QuickBooks

Soft skill strengths:

Supervisory skills
Customer service
Senior Support
Excellent Mathematical strengths
Problem Solving
Phone etiquettes
Analytical thinking
Leadership
Time management
Teamwork/ collaboration

EDUCATION

AAT level 2, 3 qualification – Kaplan Financial ACC – London School of Business (currently)

Windsor College

A levels – Business, Economics, Sociology, Law.

WORK EXPERIENCE

Finance Assistant - Delta Care Ltd

September 2023 – currently

I worked as a Finance Assistant at Delta Care, a company providing care-related services to the elderly private clients, social services clients, direct debit clients and NHS clients. My main responsibilities are invoicing and payroll along with extensive credit control.

I managed finances for five areas: Blackpool, Trafford, Macclesfield, Preston, and Blackburn. My invoicing duties included generating invoices every four weeks, liaising with councils from these areas, overseeing credit control, addressing invoice queries, and posting invoices on our accounting system, XERO. I ensured that all payments were up to date. Additionally, I negotiated and interacted with NHS departments and chased up care coordinators if there were any discrepancies with the package of care that we were providing.

Regarding payroll, I was responsible for processing it accurately and on time for over 100 carers across these regions.

Junior Accounting apprentice – CFS Flight Training

December 2022 – March 2023

I worked on a training basis with CFS Flight training company for 3 months to understand the accounting system and get hands on experience at working in the field I am studying before applying to finance/accounting related jobs. This job was an unpaid training position for me that I took up voluntarily. My role was to upload payments on our accounting system SAGE and XERO and allocate the payments against the remittances sent and figure out why some of the invoices were either under or overpaid.

Quality Controller - Rockcliffe Group of Companies

October 2022 – December 2022

As a quality controller, I gained managerial and supervisory skills by overseeing approximately 50 employees. I ensured they were carrying out their tasks effectively and managed their paperwork to verify that all daily tasks were being recorded and handled meticulously