

Sadia Asif

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PERSONAL PROFILE

A highly motivated and analytic Accounts & Admin manager with more than 16 years' experience in retail, Hospitality and in finance departments taking own initiative to achieve the targets set by the strategic management, hardworking with proven skills to manage admin and accounts department. Comparing the cost-effective contract for the business to minimize the overhead cost to business to maximize the organization profit is a primary key to control the cost to business. Establishing good relationship between employer and employees working together as a system to achieve common goals for the businesses.

EMPLOYMENT HISTORY

Bespoke Credit Hire Ltd

October 23 Till to date

- Manage the daily operations of the accounting department
- Daily / weekly reporting
- Log in all sales invoices from bank transfers in Sage using Fly Net software.
- Purchase ledger - checking ,processing invoices and statements in Sage
- Entering , coding and processing all expenses invoices in Sage
- Banking reconciliations of all Businesses in Sage
- Manage petty cash , credit cards and expenses using Sage
- Updating all sales invoices in CRM
- Entering the payments from all the customers into CRM
- Sorting and scanning all the packs come from customers/drivers after deliveries using CRM.
- Log in all information regarding credit hire using Fly Net.
- Log in all information regarding credit hire claim hire agreement, vehicle damage, personal injuries etc into FlyNet using proclaim software from solicitor.
- Payroll - Log in all the time sheet of the drivers from tracker
- Managing and Appealing against the parking tickets from the hire drivers
- All accounts / finance administrative works but no limit
- Assist management accounts including accruals and journals
- Tasked with the sale / purchase invoices ,credit control, expense using Sage
- Holds great communication with branches regarding the payments to the clients(injury claims)
- Updating all personal injury and vehicle damage payments from solicitors using proclaim into Flynet
- Updating all payments into sage regarding claims
- Communication with mangers of the business regarding all payments
- Uphold and maintain a professional behavior in office all the time including conducts
- Maintain a good relationship With all employees

L&M Installing Ltd

Accounts Manager

November 2021 - November 2022

Responsibilities:

- Manage the daily operations of the accounting department
- Daily / weekly reporting to the director on account progress
- Identifying and maintaining any financial losses
- Dealing with HMRC matters in the UK / Ireland
- Weekly reporting to the director on forecasting, budgeting and overall cost control plan
- Regular liaison with clients to enhance working relationship and ensure good relationships is maintained
- Regular liaison /communication with quantity surveyors, office manager , project managers to ensure overall successfulness of the project
- Ensure the goals and deliverables are met
- Ensure all the paper work is fully up to date and complete
- Prepare overall status / progress reports and update the client and operations director weekly
- Arranging and leading accounts meeting weekly
- Amend and update risk log as necessary and keep the operation directors and project managers in the loop
- Report directly to operation manager on key milestone as soon as they achieved
- Any other responsibilities which may be deemed appropriate in capacity as senior accountant
- Proactively identify ways to improve efficiency/ workmanship quality and maintaining a productive work environment
- Uphold and maintain a professional behavior in office all the time including conducts
- Purchase ledger - checking ,processing invoices , statements and reconciliation in quick books
- Banking- Bank accounts and VAT reconciliation using quick books
- Manage petty cash , credit cards and expenses using QBO
- Vat - Quarterly returns and submission to HMRC in QBO
- Monthly CIS returns and cashing for outstanding documentation using Money soft payroll
- Payroll - processing subcontractors time sheets for each project, maintain payroll for monthly employees and CIS (250 subcontractors) by weekly
- Submission of by weekly CIS returns and monthly RTI to HMRC
- Maintain pension provider monthly submission and payment
- Monthly management accounts
- All accounts / finance administrative works but no limit
- Assist management accounts including accruals and journals
- Tasked with the sale / purchase invoices ,credit control, expense using QBO
- Processing subcontractors time sheets and payments for each project employees
- Make sure the payment receives /paid weekly from customers and reconcile their accounts in quick books
- Maintain a good relationship with the employees and solve their problems
- Process monthly process, accounts payable/receivable, cash receipts, general ledger for customers
- Holds great communication with customers and vendors regarding their receipts & payments
- Communication and meetings with external accountant, helping him to provide him relevant information about the final preparation of financial accounts

- Dealing the queries of HMRC
- Holds regular meeting with other staff and Directors of the business

OTOMAX LTD

Accounts & Admin Manager

December 2020 – November 2021

Responsibilities:

- Manage the daily operations of the accounting department Maximizing sales and profitability
- Maintain a good relationship with the Vendors and find out their problems and recommendations
- Preparation the monthly ledgers for vendors and make the process of their payments
- Process monthly process, accounts payable/receivable, cash receipts, general ledger for customers
- Make sure the payment receives weekly from customers and reconcile their accounts
- Holds great communication with customers and vendors regarding their receipts & payments
- Payroll and utilities,
- Dealing the queries from employees regarding their payroll & filing the RTI to HMRC Formulates all Financial policies, practices and procedures
- Budgeting,
- Meet financial accounting objectives
- Reconciliation of the bank statements,
- Vat of the business quarterly
- Communication and meetings with external accountant, helping him to provide him relevant information about the final preparation of financial accounts
- Dealing the queries from HMRC
- Responsible for financial recommendation to the Directors
- Preparation the monthly profitability report and making a recommendations
- Holds regular meeting with other staff and Directors of the business

NOOR UL ISLAM

September 2019- March 2020

Bookkeeper and Finance Manager

- Entering all the sales invoices in SAGE
- Entering all the payments receipt from the customers and making the reconciliation with the bank using SAGE
- Manage and oversee the daily operations of the accounting department
- Meeting with manager and Communication and meetings with external accountant, helping him to provide him relevant information about the final preparation of financial accounts
- Collaborates with the senior managers to develop an understanding of the sales procedures

- Responsible for financial recommendation to the Senior Manager

APEX HOSPITALITY (Big Moes)

Admin & Accounts Manager

May 2015 - May 2018

Responsibilities:

- Manage and oversee the daily operations of the accounting department Maximizing sales and profitability
- Process month and end year process, accounts payable/receivable, cash receipts, general ledger,
- Payroll and utilities,
- Budgeting,
- Cash forecasting, capital assets reconciliations,
- Fixed asset activity, debt activity etc
- Meet financial accounting objectives
- Establish and maintain fiscal files and records to document transactions
- Carries out all administrative work
- Reconciliation of the bank statements,
- Vat of the business
- Communication and meetings with external accountant , helping him to provide him relevant information about the final preparation of financial accounts
- Dealing the queries from HMRC and Companies house
- Dealing the queries from employees regarding their payroll & filing the RTI to HMRC Formulates all Financial policies, practices and procedures
- Collaborates with the senior managers to develop an understanding of the sales procedures
- Responsible for financial recommendation to the Directors
- Preparation the monthly profitability report and making a recommendations
- Holds regular meeting with other staff
- Maintain a good relationship with the suppliers and find out their problems and recommendations

IMPRESS WORLDWIDE (Islamic Impressions)

Accounts Manager

April 2010 – May 2015

Responsibilities:

- Payroll and utilities,
- Budgeting,
- Cash forecasting, capital assets reconciliations,
- Fixed asset activity, debt activity etc
- Meet financial accounting objectives
- Establish and maintain fiscal files and records to document transactions
- Carries out all administrative work
- Reconciliation of the bank statements,
- Vat of the business

- Communication and meetings with external accountant , helping him to provide him relevant information about the final preparation of financial accounts
- Dealing the queries from HMRC and Companies house
- Dealing the queries from employees regarding their payroll & filing the RTI to HMRC
- Formulates all Financial policies, practices and procedures
- Collaborates with the senior managers to develop an understanding of the sales procedures
- Responsible for financial recommendation to the Directors

AJAZ & CO ACCOUNTANTS

JUN 2006 – April 2010

Accounts Assistant

Responsibilities:

- Preparing financial statements
- Preparing VAT and submission
- Running the weekly and monthly payroll for the different organisations
- Preparing self assessments of different types of clients
- Bookkeeping
- Dealing with client's inquiries.

EDUCATION AND QUALIFICATION

2011 – 2012	Edge Hill University Lancashire MBA (master's in business administration)
2011 – 2012	ICMAP (Qualified) Institute of Cost and Management Accountants Pakistan
2010 – 2011	London College of Computing and Management Sciences (ATHE/NCFC) Post Graduation Diploma in Business and Management Sciences (PGDBM)
1999 – 2001	The University of Punjab (Lahore, Pakistan) Bachelor of Commerce (B.Com.)
1997 – 1999	Lahore board, Pakistan FSc. (pre-medical)
1995 – 1997	Lahore Board (Pakistan) Matric (GCSC)

SKILLS: Computer Literacy: Microsoft office, Quick books, Money software, Sage , xero

REFERENCES:

References can be provided on request