

## **Abdul Sajid**

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### **Personal Summary**

I am an energetic, ambitious, and hardworking person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. My educational knowledge and work ethic mean that I am excellent in working with people from all backgrounds to achieve certain objectives on time and with excellence. I can work in a fast-paced environment and can work efficiently under pressure in a place of work. Given my experience in a variety of settings, I am able to work efficiently in an independent manner, whilst also having the ability to be successful in group projects as well. My studies and work experience have equipped me with valuable transferable skills that would benefit an employer.

### **Key Skills**

- Experienced in Financial reporting, month-end processing, & general Accounting duties
  - Experienced in Accounting and Finance
  - Problem Solving Skills
  - Computer literate in Microsoft Office, Sage 50, Xero, SAP, Dimensions, RDB, Salesforce, Opera, AIX
  - Punctual and reliable
  - Excellent communication skills, both written and verbally.
  - Team Player
  - Self-motivated and Determined
  - A quick learner who works hard to complete everything to the maximum quality in a timely manner.
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### **Education**

September 2021 – September 2022: The University of Liverpool, Liverpool, United Kingdom

MSc Financial Technology – Degree Grade obtained: Merit

September 2018 – May 2021: The University of Salford, Salford, Greater Manchester

BSc Accounting & Finance – Degree Grade obtained: First Class Honours

September 2016 – August 2018: Bolton Sixth Form College, Bolton, Lancashire

A Level Business Studies - B, A Level Accounting – B, A Level ICT – C

September 2011 – August 2016: Smithills School, Bolton, Lancashire

GCSE

- Maths- Grade C, English Language- Grade C, English Literature- Grade D, Religious Studies- Grade A, Geography- Grade D, Science- Grade B, Additional Science- Grade B, Information and Communication Technology- Grade B, Spanish- Grade D, Business Studies- Grade B

## **Work Experience**

### **November 2022 – Present: Science In Sport (SIS), Blackburn, UK – Assistant Accountant**

I am currently working at Science in Sport as an Assistant Accountant, particularly in Accounts Receivable handling the E-commerce accounts and grasping revenue for the business utilising all of my skills, experiences & knowledge. Some of my main tasks & responsibilities include Preparing & Posting Journals on SAP, Bank Reconciliations, Debtors Account Reconciliation, Processing Invoices & Credits, Cash Allocation, VAT, Creating Financial reports, Accrual Analysis, assisting with month-end reporting and other ad hoc duties.

### **July 2022 – October 2022: AO.com, Bolton, UK – Credit Controller**

During my employment working at AO, I was assigned as a Credit Control handling the B2B, Trade & Supported Living sectors of the business utilising all of my skills and experiences that I had previously obtained. Some of my main tasks and responsibilities included creating an ADR report for the team daily, issuing statements & invoices, chasing debt from the most recent to the historic, cash allocations, remittance collection, month end reporting and much more.

### **March 2022 – June 2022: Mercure Hotel/ Klarent Hospitality, Haydock, UK – Credit Controller**

During my employment with Klarent Hospitality, I was assigned as a Credit Controller. Some of my main tasks and responsibilities included creating invoices, chasing debt, communicating with clients and GM's, allocating cash, and much more. My role gave me the opportunity to take leadership in handling several hotels across the UK.

### **August 2021 – October 2021: Oliver James, Manchester, UK – Credit Controller**

During my employment with Oliver James, I was assigned as a Credit Controller mainly handling the Account Receivable side of the business. This included tasks such as creating invoices, chasing debt, communicating with clients and consultants, allocating cash, etc. My role gave me the opportunity to handle several entities such as: UK, Ireland, USA, Hong Kong, Singapore, Italy, Germany, and much more. I gained a deep understanding of how the world of finance works and now possess skills that will be benefit me in the future.

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## **Interests and Hobbies**

I enjoy socialising with my family and friends in my spare time which varies from going to the gym, taking short breaks, social clubs and even playing some sports. In my spare time, I enjoy researching and learning new skills in order to improve myself and skillsets, in particular the Stock Markets, Crypto & Blockchain, Fintech and more. I also volunteer at charity events raising money and awareness when an opportunity arises in order to give back to the people in need and help the community.

**References available upon request**