

HAIYAN HAO

-  18 Findley Cook Road, Wigan,
WN3 6GJ
-  07885466093
-  hpetral@gmail.com

PROFESSIONAL SUMMARY

Finance executive with over a decade of experience in driving financial strategy, optimizing operational performances, and fostering growth in diverse industries. Proven track record of maximizing profitability, minimizing risk, and implementing innovative solutions to achieve corporate objectives. Strong leadership skills combined with strategic mindset to deliver measurable results in fast-paced environments.

WORK HISTORY

Finance Executive 01/2012- current
Spamedica, Bolton, Lancashire

- Purchase ledger control (managing a team of five members to ensure invoices processing, statements reconciliation and payment run via BACS completed appropriately in a timely manner).
- General ledger entries (payroll Journal, prepayment, accruals and depreciation)
- Variances analysis
- Collaborating with other departments to ensure accurate financial data
- Month end reports: P&L account and balance sheet
- Bank Reconciliation
- Assisted auditor with auditing the year-end accounts
- Overseeing payroll processes and ensuring accurate and timely payment of wages
- Resolving payroll discrepancies
- Cashflow forecasting
- Stock reconciliation
- Monthly turnover report
- Processing monthly credit card statements
- Preparation of year-end accounts
- I have had an opportunity to use both accounting software SAGE 50 and NAVISION at the same workplace which was quite beneficial to have the experience of both leading accounting software

Accountant 03/2010- 11/2011
Northern Diver (International) Ltd, Wigan

- Generating reports for management, P & L accounts, Balance sheet
- Costing analysis
- Purchase ledger control

- Preparation and processing of purchase ledger payments via BACS runs
 - Bank reconciliation
 - Cashflow forecasting
 - Petty cash on spread sheet
 - Sage Payroll duties including commissions
 - Managing payroll software
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Book Keeper 07/2008 – 03/2010

Mcconomy Co. Ltd, Wigan

- Prepared management accounts: Trading P & L account on spreadsheet, P & L account and Balance sheet)
 - Preparation of year-end accounts and assisted auditor with auditing the year-end accounts
 - Nominal ledger control
 - Cash Book and Bank Reconciliation for three foreign currencies
 - VAT return, ECS Sale and Intra-state reporting
 - Accruals and prepayment
 - Sales ledger control
 - Purchases ledger control
 - Preparation and processing of purchase ledger payment for three foreign currencies
 - Used SAGE professional for the processing of invoices in different currencies.
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Accounts Assistant 11/2006 – 07/2008

Standish Service Station, Wigan

- Prepared management accounts and month end reports (incl. P&L accounts and Balance sheet)
- Sales ledger control
- Purchase ledger control
- Accruals and prepayment
- Preparation and processing of purchase ledger payments
- Bank reconciliations
- VAT returns
- Cashflow forecasting
- Payroll (including PAYE, N.I. P45, P14, P60 and year end)

EDUCATION

ACCA (Affiliate)

University of Huddersfield, 07/2005-06/2006

MA Accounting and Finance

University of Hull, 09/2001-06/2004

BSc (Hons) Accounting