

# Fareha Ashraf

Dartford, Kent, DA1 2DU

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An ambitious and creative Accounts Assistant with five years of diverse sector experience. Proven success in building strong stakeholder relationships, coupled with a strategic and innovative mindset. Aspiring Chartered Accountant committed to excellence, seeking to leverage my skills for impactful contributions to financial teams.

## **CORE SKILLS**

- Purchase Ledger
- Budgeting
- Preparing Report
- Leadership
- Sales Ledger
- Bank reconciliation
- Payroll
- Credit Control
- MS Office, Xero, Sage, Procure Wizard, Dext

## **EMPLOYMENT HISTORY**

**Immersive Group Gaming Ltd, Southwark London**  
**Accounts Assistant**

**Entertainment**  
Sep 2023 - Jan 2024

- Processing purchase & sales invoice, customer refunds, vouchers and expense claim
- Detailed aged creditor report and aged debtors report, weekly bank reconciliation, petty cash and expense card reconciliation
- Supplier statement reconciliation, weekly payment runs, posting and allocating payments
- Ad hoc projects and duties
- Assisting with month end close (depreciation, accruals, prepayments & payroll), audit queries and the provision of information requested by the external auditors, cash flow forecasting, budgeting & forecasting for unit & central cost spending
- System data reconciliation
- Balance sheet reconciliation
- Provide assistance to the finance manager to prepare the quarterly VAT returns

**Pagani (UK) Limited, North London**  
**Senior Accounts Assistant (TEMP)**

**Automobile**  
Jun 2023 - Sep 2023

- Monthly Reconciling bank, credit cards & petty cash
- Preparing, reconciling & submitting VAT returns
- Sales ledger: preparing monthly sales reports for the board of directors; matching, batching & coding of invoices; reconciling money received in bank with till reports
- Processing staff expenses and sales commission
- Purchase ledger: entering supplier invoices on sage; supplier statement reconciliation and monthly payment runs via BACS, CHAPS within the agreed payment terms
- Credit control: debtor statement reconciliation and chasing outstanding payments by telephone and email
- Assisting the accountant to prepare the monthly payroll and month end journals
- Overviewing the office overhead spending to ensure the spending is in line with the budget

**Eclipse Hotels Group, Southwest London**  
**Accounts Assistant**

**Hospitality**  
Nov 2022 - June 2023

- Assisting in preparing & inputting of prepayments, accruals, depreciation journals
- Assisting in bank reconciliation
- Ensuring that supplier invoices and credit notes are posted accurately and in timely manner
- Creating purchase order in Procure Wizard & Sage
- Supplier statement reconciliation
- Detailed bank balance report and aged creditor report
- Ensuring payments are prepared in line with the agreed supplier payment terms
- Ensuring petty cash claims are processed and reconciled on time
- Liaising between hotel managers and suppliers ensuring queries are dealt with in timely manner
- Assisting the management accountant to prepare VAT returns
- Monthly Payroll preparation using Sage software

**F DIXON ACCOUNTANCY LTD, Dartford**  
**Trainee Assistant Management Accountant**

**Accountancy**  
Oct 2021 - Oct 2022

- Reconciling balance sheet accounts and trial balance accounts
- Assisting the accountant to process & input of prepayments, accruals, depreciation journals
- Reconciling bank
- Assisting the accountant to prepare VAT returns
- Inputting and reconciling of monthly credit card transactions
- Processing of expense claim
- Processing payroll using XERO software
- Preparing P45, P46, P60 and assist the accountant in preparation of P11d
- Entering sales invoices on XERO & Sage
- Credit Control
- Supplier statement reconciliation, ensuring payments are prepared in line with the agreed supplier payment terms

**S. Jamil Brothers, Chittagong, Bangladesh**  
**Assistant Management Accountant (Promoted)**

**Export & Import**  
Feb 2020 - May 2021

- Month end reporting, Trial balance & Balance sheet reconciliation
- Provide assistance to the group accountant to manage & control costs
- Daily bank reconciliation for multiple accounts
- Weekly sales reporting, ad-hoc reporting for directors, budget reporting
- Monthly payroll preparation

**S. Jamil Brothers, Chittagong, Bangladesh**  
**Finance Assistant**

**Export & Import**  
Nov 2018 - Feb 2020

- Raising customer & recording customer invoices
- Petty cash and credit card transactions postings, reconciling ledger
- Assisting clients with external queries
- Processing staff expenses
- Journal posting and reversing journal in tally prime
- Payment runs via BACS, CHAPS within the agreed payment terms

## **PROFESSIONAL QUALIFICATION**

ACCA Part 1  
Association of Chartered Qualified Accountants

Aug 2023 – To date

## **EDUCATION**

**Master of Science in Economics (2021-2022)**

University of Greenwich  
Grade: Merit

**Bachelor of Science in Economics (2013-2018)**

University of Chittagong, Bangladesh  
Grade: 2:1

**GCSES/A Levels (equivalent) (June 2012)**

Chittagong University College, Chittagong, Bangladesh  
Grade: A

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