

Muhammad Shoaib Ahmad

Technologically savvy accountant with experience in accountancy practice. A goal-oriented and skilled individual driven and motivated to help organisations thrive by prioritising and encountering tasks independently and within a team. Extensive experience with Microsoft Office, Zoom, Xero, Sage and Simventure.

 shoaibawan.ca@gmail.com

 +44 7984 919304

 19, Hurstwood Avenue, Blackburn, United Kingdom

EDUCATION

FDA-ACCA

Skans School of Accountancy

09/2017 - 09/2018

Courses

- Foundation Diploma in Accountancy

ACCA

Skans School of Accountancy

09/2018 - 09/2020

Lahore, Pakistan

Courses

- Finalist (11 of 13 Papers) - SBL & P8 Remaining
- Optional exams opted for is Advanced Taxation

MBA (International)

University of Northampton

09/2020 - 09/2022

Northampton, United Kingdom

WORK EXPERIENCE

Assistant Accountant

Aczone Consultants Ltd

03/2021 - 08/2021

London, United Kingdom

Achievements/Tasks

- Participating in understanding clients' business processes and procedures in various industries
- Managing client invoices and Ledgers
- Creating invoices for companies' clients, input vendor invoices in the system and pay bills
- Inputting income and expenses entries
- Bank Reconciliation
- Assisting in preparation of annual accounts

Operations Intern

Lamptons Solicitors

09/2021 - 09/2022

London

Achievements/Tasks

- Managed and increased the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions
- Invoicing to funding sources, including calculation of completed units of service and follow-ups.
- Improve the operational systems, processes, and policies in support of organisations mission.
- Support better management reporting, information flow and management, business process and organisational planning.

SKILLS

- Attention to detail
- Professionalism
- Organisational Skills
- Communication Skills
- Problem Solving
- Administrative Management Skills
- Qualitative Data Analysis
- Project Management
- Auditing
- Book-keeping
- Transaction Reconciliation
- Revenue Analysis
- Double Entry
- Teamwork
- Proficiency in Microsoft Office
- Professionalism
- Interpersonal
- Analytical Thinking
- Planning and Organising
- Accuracy
- Data Manipulation

CERTIFICATES

Foundation Diploma in Accountancy (ACCA)

(09/2017 - 09/2018)

Financial and Management Accounting RQF Level 2 and 3,
Accounting and Business RQF Level 4

LANGUAGES

English

Full Professional Proficiency

Urdu

Native or Bilingual Proficiency

Punjabi

Native or Bilingual Proficiency

INTERESTS

- Cricket
- Swimming
- Horse Riding
- Internet Surfing
- Music
- Camping
- Travelling