

# Ali Abbas Shah.

**2019 - 2022**

**Blackburn University** - BA (Hons)  
Accounting (2:1)

**2015 - 2017**

**Blackburn College** - BTEC Level 3  
Extended Diploma in Engineering

**2009 - 2014**

**Pleckgate Mathematics and  
Computing College**  
GCSE Maths and English (A-C)  
Additional Science, I.T, German,  
Geography, R.E (A-C)  
BTEC Sport Level 2 Dual Award

## PROFILE

An enthusiastic, hard-working and dedicated individual aspiring to achieve excellency in any tasks undertaken. I have gained invaluable transferable skills allowing me to work to the limits of my potential. I am an easy going, friendly person, capable of using my own initiative, as well as successfully working as part of a team. My confident nature allows me to thrive on existing communication and customer service skills.

## TECHNICAL SKILLS

Expert knowledge of Microsoft Office and Sage;  
excellent knowledge of Microsoft Dynamics CRM;  
confident in collaborating using Microsoft Teams and Zoom.

## EXPERIENCE

James Hall and Co **Retail Accountant**

July 2022- Current

- Production of Management Account and Trading Accounts
- Preparation of quarterly VAT Returns to facilitate payment within statutory deadlines.
- Accurate processing of Weekly Accounting return information received from Members in accordance with Departmental procedures and deadlines.
- Processing of non-negotiated invoices and accurate checking of Telspar Plus Invoice and Statements on selected stores.
- Preparation of stock sheets and the subsequent review of stock count information to ensure the accurate valuation of stock to be used in Trading Account production.
- Completion of Balance Sheet reconciliation's to enable the production of Management Accounts and Trading Accounts

Gravel Hill Tyres **Financial Accounting Assistant**

Jan 2022- May 2022 (Part-time)

- Assisting with Financial advice, preparing and filling VAT returns, tax and Accounts.
- Analysing and providing recommendations with to improve net profit
- Foreshadowing Payroll and Bookkeeping
- Creating a database to organise orders and invoices

Capita- Primary Care Support England (PSCE) **Pension and Service Administrator**

Aug 2017 - Jan 2022

- Calculating and processing GP/ Non GP Partners and Salaried GP Pensions
- Communicating with NHS professionals and departments to provide quick and efficient solutions to their enquires
- Submitting pension applications for GPs to ensure they are prepared for retirement
- Fulfilling day to day administrative tasks to support the Primary Care sector
- Undertaking general office duties, entering surveys into Microsoft excel, Communicating via phone, email and letters.

Rossendales Ltd **Debt Collection Agent**

Aug 2016 - Jan 2017

- Communicating with customers over the phone, via email and letters who were in council Tax arrears, negotiating arrangements and setting up Direct Debits
- Ensuring personal data is protected in accordance with DPA
- Complying with FCA, the TCE Act and the principles of Treating Customers Fairly.

## INTERESTS

Football fanatic, following business and financial news and volunteering in community events.



Blackburn, Lancashire.



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