

Summary

Hard-working with strong organisational skills. Achieves company goals through exceptional planning and prioritisation. Loyal employee with solid understanding of training and mentoring employees. Dedicated team player, proactive and hands-on in task completion. Takes on challenging new role harnessing interpersonal skills, collaboration and problem-solving. Driven to deliver high-quality service and consistent results.

Experience

Branch Accountant Naeem Electronics

03/2023 to 01/2024
Dina

- Generated invoices based on established accounts receivable schedules and terms
- Helped resolve disputed claims as official client representative to tax officials
- Performed periodic expense variance analysis between budget, forecast and actual amounts
- Reported suspicious transactions and unusual account activity to appropriate escalation channels.

Finance Manager Mobilink Microfinance Bank Limited

05/2022 to 12/2022

- Prepared accurate financial reports on a monthly and ad hoc basis, facilitating informed decision-making for senior management.
- Produced and presented management accounts with detailed commentary for board meetings, enhancing strategic planning discussions.
- Managed the sales ledger, ensuring timely issuance and recording of invoices in Xero Software.
- Oversaw the administration of Xero Software, ensuring proper coding of transactions and maintenance of customer records.
- Developed and monitored annual budgets, producing comprehensive reports on performance versus budget.
- Maintained the fixed asset register, ensuring accurate depreciation calculations and compliance with accounting standards.
- Conducted regular bank reconciliations and managed cash flow, optimizing financial operations.
- Liaised effectively with suppliers, customers, and internal stakeholders to foster strong relationships and resolve financial queries.

Accountant Fiverr

World-Wide

- Created periodic reports comparing budgeted costs to actual costs
- Resolved invoice coding and tracked recurring expenses for accrual entry
- Prepared monthly bank reconciliations and compiled reports for financial reviews
- Performed periodic expense variance analysis between budget, forecast and actual amounts
- Reviewed and processed employee expense reports and vendor invoices for payment

Skills

- Microsoft Office (Excel, Word, PowerPoint)
- Data sorting
- Intuit Quickbooks
- Team building
- Time management
- Problem-solving
- Financial reporting and analysis
- Xero accounting software
- Budgeting and forecasting
- Cash flow management
- Strong communication
- Interpersonal communication
- Process improvement

Certifications

- QuickBooks Online ProAdvisor
- QuickBooks Online Advance
- QuickBooks Online Payroll

Education

Msc Entrepreneurship & Innovation
University Of Bolton