

Danyal Fida Hussain
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Personal Information

Date of Birth: 5th April 1993
Nationality: British
Marital Status: Single
Occupation: Company Accountant

Academic Qualifications

October 2012-May 2015

Manchester Metropolitan University
BA (Hons) Accounting and Finance 1st Class Honours

September 2009-June 2011

St Mary's College, Blackburn
A-Levels
Business Studies, Accounting, Math's & (AS) Financial Studies

September 2004-June 2009

Beardwood High School, Blackburn
10 GCSE's (A*-C) including English & Math's

Employment History

Company Accountant

The Car Group Ltd- March 2023-Present

- Producing a set of management accounts for Lombard and Directors on a monthly basis.
- Balance sheet reconciliations and posting of journals for month end.
- Posting journals including relevant accruals and prepayments.
- Reviewing ledgers to ensure debtors are under control and suppliers are paid on a timely basis.
- Preparation of VAT returns and submission to HMRC.
- Assisting with payroll preparation and liaising with operational manager for correct wages information.

- Meetings with directors for review of management accounts and setting monthly plans to monitor improvements.

Branch Accountant

Arnold Clark Bolton Motorstore- August 2016-March 2023

Duties:

- Handling of large amounts of cash for completion of daily banking.
- General ad-hoc duties as and when required.
- Direct banking completion and bank reconciliation daily.
- Preparation and analysis of month-end management accounts.
- Working and assisting all departments to help make financial decisions.
- Cash flow forecasting & Analysis.
- Assisting the auditors with any queries of daily tasks and review of management accounts.
- Raising invoices and dealing with intercompany recharges and reconciliations.
- Vehicle Stock Check & Reconciliation.
- Credit control on a weekly basis to chase up any intercompany or vehicle debtors, reporting directly to head office.
- Posting journals including relevant accruals and prepayments.
- Balance Sheet Reconciliation at month end and posting of standard journals.
- Reviewing cash accounts daily to ensure debtors are chased up avoiding long-term debtors.
- Preparation of VAT returns on a quarterly basis, submission to Head Office.
- 15- & 30-Day Forecasting in preparation for month end management accounts.
- Supplier statement reconciliations on a monthly basis.
- Preparation of following year budgets and presentation to Directors if required.
- Monthly management accounts meetings with departmental managers and setting objectives for review.
- Submission of key controls as part of the month end process for senior management review.

Skills:

- Able to co-ordinate and manage all aspects of sales ledger, purchase ledger and nominal ledger.
- Good use of Microsoft Excel, Outlook & Word.
- Able to prioritize individual workloads according to deadlines.
- Ability to manage multiple tasks simultaneously.
- Confident attitude with a pro-active approach to work.
- Creating excellent relationships with departmental managers & staff.
- Excellent Organizational Skills

Expert Complaints Handler

Aegis Outsourcing-Royal Bank of Scotland Group- 29 June 2015-April 2016

Duties:

- Ensure all complaints are acknowledged and responded to within pre-arranged service levels and timeframes.
- Liaise with customers directly (ideally by telephone) to ensure the nature of complaint is understood before responding.
- Understand and investigate the customer's case, ensuring these are researched to sufficient detail to establish the optimum way forward to ensure resolution of issues for the customer, demonstrating treating our customers fairly.
- Deal expertly with complaints from customers who are seeking solutions ranging from general concerns to those of a more specific nature, owning the complaints process from end to end.
- Ensure fair and consistent outcomes for the customer are achieved and due consideration is given to material distress, inconvenience and financial loss. Where necessary, ensure the customer is put back into the position they were in had an error not occurred.
- Monitor caseload effectively at all stages of complaint, meeting individual quality and quantity threshold targets.

Skills:

- Excellent verbal and written communication skills
- Able to prioritize workloads and meet deadlines.
- First class interpersonal skills, able to communicate with a wide range of people
- Ethical, focused on treating customers fairly.
- High attention to detail
- Respect for customers and business confidentiality

Insurance Broker

Minhas Insurance Services- May 2013-April 2015

Duties:

- Dealing promptly with incoming telephone calls, post and e-mail enquiries.
- Business development and lasting business relationships with clients.
- Communicating directly with insurance companies and clients.
- Keeping client records up to date including any claims, enquiries and renewals due.
- Assessing clients' needs then matching their insurance requirements according to that.
- Assisting with renewal terms, client registers & other necessary information.
- Involved in complex sales that include client visits and contacting underwriters.

Sales skills:

- Obtaining a consistent record of successfully closing sales after offering a competitive and comprehensive insurance product.
- Experience of both commercial and motor insurance broking.
- Familiar with using computer quotation through Applied Systems and Pro Comm Plus for taxi quotations other systems, administration and database systems.
- Dealing with mid-term adjustments as well as cancellations of insurance policies.
- Communication with policyholders and others by telephone and by writing.
- Aware of and adhere with business terms and regulations.
- Experience of dealing with client queries and issues in a professional manner.

Accounts Assistant-Summer Placement

Pervaiz & Co Accountants- May 2012-August 2012

Duties:

- Working with spreadsheets, sales and purchase ledgers and journals.
- Cash flow forecasting

- Bank reconciliations

Skills:

- Excellent written and spoken communication skills. 
- High attention to detail and organized. 
- Strong interpersonal abilities.
- Working under pressure.

Personal Attributes

Being an outgoing and outspoken individual gives me the ability to work alongside others in a work-based environment. I can work as part of a team or individually; I use my own initiative to complete all tasks set. I have excellent numerical and literacy skills and I'm also familiar with Microsoft Office. I have a good relationship with people from all backgrounds, all ages and genders. I thrive to achieve the best possible outcome in all scenarios; also, I am a very enthusiastic individual who always has a smile on my face.

Driving License

Full clean UK driving license.

References

References available upon request.