

# Oleena Beegum Beema Beevi Amjith Lal

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An ambitious CMA USA specialist with a wealth of international experience in the UK and recent experience as a financial associate in fast-growing UK start-ups. The proficiency with UK accounting helped to create accurate financial reports with ease using Xero and Excel. Dedicated to delivering top-notch work and competent in adjusting to different accounting requirements and recognized for paying close attention to details. I am thrilled to contribute my abilities to a company's creative finance team, where I can be proactive and solution-focused to support the fast-paced, high-energy environment.

## Personal Details

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**Driver's License:** None

**Eligible to work in the UK:** Yes

**Highest Level of Education:** Master's

**Industry:** Accounting, Banking & Finance, Management

## Work Experience

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### **Finance Associate**

ABJAK LTD - Liverpool

July 2023 to Present

- Enhanced financial oversight by preparing detailed Financial Statements and Management Information System (MIS) Reports.
- Skillfully managed bank & Balance sheet reconciliations and transaction accounts, ensuring financial accuracy and integrity. Strong communication skills were displayed when interacting with clients to answer their financial questions.
- Actively supported budgeting and forecasting, aligning with company's strategic financial planning and growth objectives & work in year-end reporting as well as preparation of statutory financial process.
- Efficiently managed petty cash, ensuring meticulous handling and reporting, aligning with attention to detail in financial transactions.
- Maintained accurate sales data, facilitating critical financial analysis and Managed and coordinated cross-functional teams, demonstrating the ability to support dynamic and collaborative work environment.
- Achievements: Led a team in implementing operational improvements that resulted in a 15% increase in process efficiency and a 20% increase in customer satisfaction. This illustrates my capacity to promote measurable improvements in financial processes.

### **Finance Executive**

ROCKPOINT RECORDS - Liverpool

April 2023 to July 2023

- Skillfully managed comprehensive data entry tasks using Sage 50, ensuring accurate and timely input of financial information, crucial for effective financial analysis and reporting.
- Actively involved in preparing Management Information System (MIS) reports, aiding in financial forecasting and strategic decision-making processes. This involved detailed analysis and synthesis of financial data to provide insightful projections.
- Meticulously maintained up-to-date financial records using Xero, an essential task for ensuring the integrity and accuracy of financial reporting. This role required a high degree of precision and understanding of accounting principles.
- Provided key support in bank reconciliation processes, a critical function for verifying the accuracy of financial transactions and maintaining consistency between company records and bank statements. Ensured accurate reconciliation of payments and receipts, a vital task for maintaining the financial health and liquidity of the organization.
- Took responsibility for documentation and filing vital financial statements, printed invoices, and other essential documents. This role demanded a high level of organizational skill and attention to detail, ensuring easy access and retrieval of financial information.
- Achievements: Increased daily productivity by 25% and improved the accuracy of financial management by a significant amount by utilizing Xero to improve operational efficiency. Implemented a rigorous accounting system that improved financial transparency by 30% and strengthened the ability of the entire organization to make decisions.

## **Financial Accountant**

NEOITO LTD – India

December 2020 to January 2023

- Demonstrated expertise in diverse accounting software including ERP Next, Tally, QuickBooks, and Aasaani, enhancing efficiency and accuracy in financial processing and reporting.
- Expertly managed PF, ESI, TDS, and VAT workings, ensuring meticulous compliance and timely filing. This involved a deep understanding of varied tax regimes, including India, the US, and the UK.
- Skilled in handling transfer pricing and foreign currency conversion, showcasing a global perspective in financial operations critical for companies with international dealings.
- Oversaw key aspects of financial operations such as bookkeeping and payroll, ensuring streamlined processes and accurate financial tracking and supervised the internal accounting team, fostering a culture of accuracy and efficiency, and developing team members' skills in various accounting practices.
- Proficient in Indian, US, and UK Accounting standards, demonstrating the ability to navigate and reconcile diverse accounting practices effectively. Conducted thorough analysis and reconciliation of bank and general ledgers, crucial for maintaining financial integrity and accuracy.
- Prepared comprehensive financial documents including Income Statements, MIS Reports, MRM Reports, CFO Reports, Balance Sheets, Cash Flow Statements, and department-wise breakdown reports. Also adept in income tax and VAT return filings, contributing to comprehensive financial oversight and strategic planning.
- Achievements: Starting as an intern and progressing to a financial accountant role, I managed financial operations involving high-value transactions, directly contributing to the prevention of significant financial losses, quantifiable at approximately 15% of the annual budget. My initiative to review and enhance our accounting software led to a 20% increase in process efficiency.

## Education

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### **MSc in Accounting & Finance**

University of Chester - Chester

February 2023 to March 2024

### **Certified Management Accountant in Accounting & Finance**

Institute of Management Accountant – USA

June 2019 to December 2021

### **Masters in commerce**

Indira Gandhi National Open University - India

June 2019 to March 2021

### **Diploma in International Business in International Business**

Indira Gandhi National Open University - India

June 2019 to March 2020

### **Bachelors in commerce in finance**

University of Kerala – India

June 2015 to March 2018

## Skills

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- Bookkeeping
- Microsoft Office
- Cost Accounting
- Tally Software
- Financial Report
- MIS report
- Financial forecasting
- Value Added Tax
- Sage 50
- Bank Reconciliation
- P&L Account
- General Ledger
- Xero
- Data Entry
- QuickBooks
- Income tax
- CMA USA
- Microsoft Excel

## Soft Skills

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- Organizational skills
- A can – do attitude.
- Problem Solver
- Time Management
- Leadership quality
- Effective communication Skills

## Certification & Awards

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- Certified Management Accountant - USA - Institute of Management Accountants
- Virtual experience in Finance & Accountancy on demand - Spring pod
- Experience on Audit & Assurance job simulation - KPMG
- International Merit Scholarship Award – University of Chester