

Rida Ahmad

Chadderton, OL1 2AJ

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Personal profile

A diligent and enthusiastic individual with Association of Chartered Certified Accountant qualifications with good communication skills and able to follow instructions. A team player who can work unsupervised and use initiative. Remain calm under pressure and can organise tasks to ensure deadlines are met. Willing to undertake further training to add value in department.

Key skills

- Strong administration skills including data entry, analytical & reconciliation skills
- Able to use software packages Word, Excel, PowerPoint, SAP & Sage confidently
- Able to identify any error that requires investigation
- Responsible, reliable and accurate with strong detail
- Prioritise tasks according to their needs
- Time management
- Accomplished to listen actively to be a problem solver

Career history:

Creative Support - Financial Administrator **Feb 24 – till date**

- Assisting to ensure the effective running and co-ordination of finance administration, including the maintenance of manual & computerised records.
- Raising and posting invoices on Sage
- Engaging and claiming on Local Authority portal systems
- Fixing billing errors by issuing debit and credit notes
- Ensuring a prompt, courteous and professional response to all phone and emails
- Taking telephone payments and process them
- Keeping a full record of cash and cheques received
- Completing general administrative duties including filing, archiving, photocopying and maintaining records.
- Providing assistance for other ad hoc duties if needed.

Creative Support - Training Administrator **2023 – 2024**

- Booked delegates onto training courses and updated the training database.
- Generated training reports on SAP

- Ensured that all paperwork and monitored requirements relating to any of our work programmes are completed within the scheduled deadlines.
- Answered the phone in a professional and efficient manner, took accurate messages and liaise with other staff and managers.
- Paid travel expenses to each trainees and updated the float on the daily basis.
- Processed vouchers after checking eligibility of applicants.
- Created a report to see how much cash has been spent on vouchers.
- Managed petty cash and recorded every cash in and out.
- Audited available cash and matched with the float on the weekly basis.
- Completed general administrative duties including photocopying, filing and archiving.

Full Time Parent

2015 - 2022

I had time away from paid employment to raise my children. During this period, I developed many transferable skills. Responsible for the Physical, Mental, and Emotional care of my children. Ran the household to budget. Arranged and attended all educational and medical appointments. Planned family leisure activities to promote a positive family life.

SKANS School of Accountancy – Mentorship

2013 - 2014

- Helped students in selecting companies and its best available competitor to analyse the financial and business performances.
- Right selection of financial ratios and models to see the results
- Designed timetables based on student needs related to projects.
- Provided training for the Microsoft Office package.
- Delivered high-quality online and in-person mentorship, aiding academic growth that resulted in more students being allocated to next sessions.
- Reviewed submitted assignments to ensure report quality did not compromised.
- Improved students interpersonal and presentation skills using motivational techniques such as setting personalised, attainable goals.

Education

BSC (Hons) Applied Accounting & Finance in financial and business analysis	2012
Association of Chartered Certified Accountant with advanced Taxation and Audit	2013
Certified Accounting Technician/ Association of Accounting Technician	2008

References - Available upon request