

Mizbakausar Shaikh (ACCA Part-qualified)
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**Ashton-under-Lyne,
Greater Manchester**

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Personal Profile

A Self-motivated, conscientious individual with a good experience in the Accounts and finance sector. Possessing excellent numerical & analytical skills along with a comprehensive understanding of commercial, administrative, and accounting procedures. Possess a friendly, approachable manner, supported by a smart appearance and a professional caring disposition. A confident and efficient individual with excellent communication skills both verbally and in writing. Possess the ability to organise and prioritise my work and work accurately to meet deadlines. Effective as a team member with the confidence in working alone, using my own initiative. Independent, Self-motivated, and have a willingness to learn new skills to achieve a high standard of work and quick to adapt to changes.

Skills & Achievements

Extensive practical experience of Microsoft Windows and Office from prior academic and professional endeavours. I've previously worked with the software programs such as Enterprise Resource Planning (ERP), ZOHO, Quick Books, VT+ software, Payroll Manager, Taxfiler, Maximo, Coupa, Sightline, Maconomy, Microsoft package, Dext, Act, Sage 50, and Xero. Proficient in the preparation of year-end accounts, including P&L, bookkeeping, payroll, budgeting, Management Accounts, bank reconciliations, VAT Returns, taxation, and financial reporting. Reads, writes, and communicates effectively in Gujarati, Urdu, Hindi, and **English**.

Work History

Seeking Employment – April 2024 – Immediately available

Highly motivated and knowledgeable Accountant with **5+ years'** experience working in SMEs. I am actively looking for a new role as my contract has ended, where I can input all my analytical and bookkeeping skills to grow along with my new employer.

Semi-Senior Accountant – Spot Promotions Ltd

Full-time – April 2023 – March 2024 – Fixed term Contract.

Key Responsibilities:

- Reconciled accounts from income and expense data to networth and assets.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Created quarterly balance sheets to track financial trends and performance.
- Prepared VAT and income tax forms for commercial purpose.
- Maintained integrity of general ledger, including chart of accounts.
- Updated journal entries and accounts on accrual basis with QuickBooks software.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Created periodic reports comparing budgeted costs to actual costs.
- File tax returns and prepare governmental reports in compliance with strict standards.
- Review accounting structures and procedures on regular basis to identify areas in need of improvement.
- Maintain full financial compliance for legal business turning over£1m in revenue per year.
- Accurately prepared quarterly and yearly financial statements.
- Resolved issues in efficient manner and maximised customer satisfaction scores.
- Followed up with customers/suppliers to collect information and verify details via phone calls and emails.
- Supported Head Accountant in improving operations and resolving issues to deliver top-notch customer service.
- Assisted daily operations over **5** customer accounts with a combined annual budget of **£450,000**.
- Performed initial client assessment and analysis.

Mother and a household manager – October 2022 – March 2023 – Maternity Leave

I have managed to take up the Affiliate Marketing course to learn more about marketing strategies. It has given me an extensive knowledge of marketing power in the world of AI. **Usage of Canva, ChatGPT, Clickfunnels, etc.**

Transactional Processing Associate - ISS Facility Services UK

Full-time - December 2021 – September 2022 – Fixed term Contract

Key Responsibilities:

- Daily processing of invoices, credit notes, delivery notes, and purchase orders in compliance with ISS policy and HMRC guidelines. (**up to 100-120 invoices a day manually**)
- Ensuring, reviewing, and processing ledgers in a timely way to facilitate prompt payments.
- Bank reconciliations.
- Training and communicating with vendors who submit non-compliant invoices.
- Helping vendors with E-invoicing difficulties.
- Analysing contested issues and queries, then cooperating with companies and suppliers to find solutions.
- Disputed invoice-related problems and inquiries should be investigated and fixed.
- Taking part as a team member as needed in other crucial tasks.
- Creating applications for HMRC clearance
- Creating valuation and FA reports
- Supporting stakeholders' due diligence efforts.
- Helping with company restructures.
- Implementing tax-efficient share option programmes
- Helping to create investment options for corporate clients through SEIS and EIS
- Detailed revenue analysis monthly.
- Contract profitability tracking.
- Producing management accounts – P&L and its analysis, Accruals, Prepayments.
- Deferrals, Fixed Assets, Stocks, journal adjustments etc.
- Monthly balance sheet reconciliations.
- Payroll assistance and analysis.
- Commission calculations.
- Overlooking Purchase and Sales Ledger.
- Drafting reports covering financial statements, client business issues, systems, and controls.

Assistant Management Accountant – Fortune Tax Accountants Ltd

Formerly known as Faithcor Accounting & Financial Services Ltd

November 2020 – November 2021 – Permanent role – Moved to Manchester.

Key Responsibilities:

- Producing profit and Loss accounts / Balance Sheet for limited companies. (**up to £1.5m turnover**)
- Preparing accruals and repayments and postings its journals.
- Drafting Budgets and forecast for a year and submitting it to the Manager for the final review.
- Preparing weekly, monthly, quarterly, and yearly reports.
- Reconciliation of Cash and Bank. (**for the whole year a day**)
- Preparing monthly Management Accounts.
- Assisting with cash flow forecasting
- Answering purchase/sales ledger queries
- Reconciling supplier statements and raising Bacs payments
- Preparing and submitting tax returns to HMRC and Companies House.
- Assisting senior auditors.
- Completing Self-Assessment returns. (**up to 10 self-assessment a day with calc.**)
- Processing payroll inc. RTI and pensions submissions. (**100+ employees a day**)
- Additional bookkeeping duties as designated by management.

Assistant Accountant and Trainee Advisor – Fortune Tax Accountants Ltd

Formerly known as Faithcor Accounting & Financial Services Ltd

March 2019 – October 2020 - Promoted

Key Responsibilities:

- Preparing and posting financial documents such as invoices, bills, and accounts payable and receivable.
- Completing Bank reconciliation.

- Entering financial information into VT Plus software and QuickBooks.
- Managing ledgers.
- Processing expenses and incomes.
- Verifying balances in account books and rectifying discrepancies.
- Verifying bank deposits.
- Managing day-to-day transactions of the clients.
- Recording office expenditures and ensuring these expenses are within the set budgets.
- Encoding accounting entries for data processing and posting month-end journal entries.
- Undertaking complete payroll via using Payroll manager software for more than 100 employees for each business and processing on RTI and pension submission.
- Filing Tax Returns.
- Processing and submission of VAT.
- Completing and submitting Self-Assessment returns.
- Reviewing computer reports for accuracy and meticulously tracing errors back to their source i.e. Internal Auditing.
- Completing full set of accounts and submitting to the Companies House as well as HMRC via Tax filer.
- Assisting with management accounts as well on monthly and quarterly basis.
- Submitting confirmation statements/registering new companies on companies' house.
- Preparing pension schemes and its workings.

Trainee Accountant – Sodagar Trading & Co.

1st November 2018 – 20th January 2019 – Part-time

Key Responsibilities:

- Managing the daily running of the accounts function including Purchase Ledger, sales ledger, Nominal Ledger, Credit control, Bank reconciliation and Cash book up to the level of Balance sheets.
- Completing month-end and assisting an Accountant in year-end process and preparing profit and loss reports.
- Producing variance to budget analysis reports, accounting records, and investigating any error that occur.
- Dealing with a Journals of Accruals and prepayments on monthly basis.
- Entering information into the company's financial control system.
- Opening and Closing Purchase, Sales, and Nominal Ledger.
- Preparing statements, Remittances to always ensure audit quality.
- Liaising with Auditors when needed during Audit seasons.
- Assisting in the filing of Tax returns.
- Calculating and checking to make sure payments, amounts and records are correct.
- Inputting sales and purchase invoices and its journals.
- Sorting out incoming and outgoing daily post and answering any queries.
- Recording petty cash transactions.
- Controlling credit and chasing debt.
- Reconciliation of Bank statements.

Audit Assistant – G.G. MISTRI & CO.

1st January, 2018 – January 2019 – Part-time

Key Responsibilities

- Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy.
- Check, inspect and reconcile bank deposits and payments.
- Inspect, test and assess software and hardware systems for its failure.
- Check all accounting and clients' databases are updated and functioning properly.
- Study, inspect and assess, budgets, balance sheets and other related financial statements and records. Reconciliation of the bank statements monthly.
- Making sure purchase and sales ledger updated regularly.

- Posting the payments and updating on the system.
- Dealing and updating petty cash and Direct debits forms and payments.

Education & Qualifications

ACCA Part-Qualified – On paper F5	Studying
Birmingham City University	
2020 MSC. Management and Finance	Merit
2020 Level 7 Certificate of Chartered Management Institute	Merit
London Stock Exchange Group	
2019 Certificate - Inside the financial Markets	Attended
2015 MBA in Finance Management	Distinction
2015 Post Graduate Diploma in Finance Management	A+
2014 Post Graduate Diploma in General Management	A+
2013 Bachelor of Commerce in Financial Accounting & Auditing	A
2010 Equivalent of A levels including English, Statistics and Accountancy	A-B
2008 Equivalent of GCSE's including Maths & English	A-B

Reference available upon request

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