

AYESHA QASIM

CONTACT DETAILS:

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House# 493 M Block, Model
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SKILLS:

IT SKILLS:

- ERP Oracle
- QuickBooks
- Xero
- BTC Accounting software
- CRM
- MS Excel
- MS Word

PERSONAL:

- Communication
- Time Management
- Critical Thinking
- Problem Solving
- Working under pressure
- Conflict Management
- Honest
- Hardworking
- Aligned with organization's objectives
- Team Work
- Decision making
- Emotional Intelligence
- Public Negotiations

WORK EXPERIENCE:

SENIOR ACCOUNTANT- PRIME ACCOUNTANCY (UK) LTD. (ACCA Approved Firm) - February 2021-Present

UK ACCOUNTING FIRM (Back Office Pakistan)

- Prepare Financial Statements and Corporation Tax Returns for corporations and SMEs with diverse backgrounds on accounting software which equips me with the expertise to deal with corporation tax's intricacies, treatment of capital allowances and knowledge of various accounting standards relevant to different industries.
- Reconcile and analyze various bank accounts of international clients; Individuals, SME'S and Companies on Excel. Prepare trial balance and P&L manually by utilizing extensive knowledge of International financial reporting standards (IFRS) which provides me with the competitive edge to work manually as well as on accounting software.
- Prepared more than 40 Electronic VAT returns and submitted to HMRC in a timely manner without any material errors.
- Prepared 10 VAT accounts for major clients having turnover more than 85,000 GBP, reconciled their accounts and prevented overpayments worth thousands of pounds.
- Prepare Individual tax returns for various clients which equips me with the proficiency to manage clients ranging from small business to established corporations. Follow up on clients, error check VAT return quarterly and meet the deadlines of VAT submission timely which saves them from HMRC penalties.
- Provided detailed consultancy to 15 clients regarding complicated tax calculations, treatment of capital allowances and deduction of expenses of a convoluted nature which prevented them from paying thousands worth of tax in overpayment in a legal manner as approved by HMRC.
- Analyzed sales, growth and performance reports of clients with 100% accuracy and provided consultancy to them regarding concerning areas which empowered the clients to manage their businesses more efficiently leading to increased customer satisfaction and a plethora of five star reviews for the firm.
- Work with 20 permanent clients having varied backgrounds on QuickBooks with new clients and assignments thrice a week. This diversification has made me well versed regarding the application of VAT in different industries and its complications. From SME's to top companies, bookkeeping of different backgrounds have broadened my knowledge and provided me with the expertise to work on hard and complex projects.
- Analyze the clients and provide book keeping for them considering different VAT rules for different clients, subcontractors under CIS scheme according to the client's requirements and prepare VAT returns for them.
- Managed money in, money out, invoices, bills and receipts on QuickBooks Online of a diverse clientele effectively & timely which resulted in a 10% increase in clients as compared to the previous year.
- Reconcile business payable accounts with the supplier statement for 4 major clients quarterly, reconcile the accounts and record discrepancies timely and communicate them effectively to the clients.

Languages:

- English
- Urdu
- Punjabi
- Arabic

- Reconciled accounts receivable, reviewed QuickBooks' reports, sent reminders to the clients and updated the records which allowed my clients to focus on major transactions, cleaned up their QuickBooks accounts which increased their efficiency by 20%.
- Continuous Professional development by doing courses provided by ACCA Body that keep me well informed about the recent changes in accounting standards and provide in-depth insight on current major issues like Money laundering, Data protection & Electronic data protection as well as training courses by QuickBooks which have prepared me well for all industries.

ASSISTANT ACCOUNTING & FINANCE MANAGER – AL-KABIR TOWN (Pvt.) LTD- January 2019 - January 2021

DEVELOPERS/REAL ESTATE COMPANY

- Prepared Bank reconciliation statement of all 18 bank accounts of the company monthly and worked on discrepancies with the manager.
- Reconciled over 6 months and PKR 5 million in Inter-company transactions related to all 18 bank accounts, manually within a few months of joining the team.
- Reconciled Bank statement with the company's ledger, found discrepancies, applied procedures to rectify the errors and reported unsolved issues to the manager.
- Processed accounts payable and receivable ledger, rectified accounting and journal entries with the help of relevant International financial reporting standards (IFRS) that generated 50% more accurate ledgers as compared to the prior year.
- Prepared Financial statements for the company, assisted in preparation of Fixed asset register and ensured appropriate asset valuation. Performed complex calculations regarding depreciation and obsolete fixed assets.
- Prepared predicted and actual cash flow statement, forecasted budgets, prepared reports for business plan, performed cost analysis and other analysis techniques along with the team for the expansion project of Kings town, third phase of Al kabir housing scheme. Accurate analysis and forecasting resulted in success of the expansion project.
- Assisted in preparation of company's annual budget, monitored departmental expenses and prepared reports and communicated them to the manager.
- Assisted the manager to ensure that all relevant documents with company's sensitive information and back data records were prepared and compiled appropriately and kept them confidential and secured which avoided discrepancy and fraud of PKR5 million.
- Processed accounting entries, updated ledger daily with unrecorded credits and prepared daily reports to update accounts manager which increased the efficiency of company's recording procedures and kept the records updated in a given period of time.
- Maintained the ledgers of all different construction sites; in house and outsourced by the company to other developers, work done on sites, details of work in progress, cost associated with the projects with relevant ledgers for the constructors, developers and ensured transparency in the process of money in and out.
- Maintained ledgers of suppliers, relevant files and records of work in progress, detailed data regarding the work/services provided by suppliers and periodically updated their respective ledgers which resulted in reduction of payment delays to suppliers that improved company's credit controls and relations with the suppliers.
- Analyzed purchase orders and inventory records, analyzed the inventory levels manually to prevent the risk of obsolete inventory which averted overspending of Rs.0.5 million on inventory.
- Maintained the bulk procurement schedule and updated the accounts periodically with procurement department, helped them in providing relevant listings of the data, assisted in inventory valuations and applied procedures to ensure soundness of internal control in order to avoid any theft or misplacements.

- Performed data entry of day to day cash deposits by clients and reviewed them at the end of the day to ensure that the pool of deposited cash is accurately reflected in the relevant client's records. It maintained the process's transparency and avoided any fraud/theft or omissions.
- Worked on CRM software and updated the suppliers and clients' accounts with presented cheques after verification by the GM Accounts in a timely manner that avoided any kind of conflicts and assisted in resolving the queries of suppliers and clients.
- Assisted in applying construction accounting on different products on each completion level.
- Worked on internal audit with team regarding mainly on internal controls and aided them in verification of documents by providing timely information, well maintained data and support.
- Prepared miscellaneous statements, periodically reviewed them and updated the accounts manager.

ROTATION

AUDIT OFFICER

- Assisted the team in due diligence process for potential expansion plans by reviewing the audit areas for the expansion project of new phase which turned out to be a successful expansion that raised the access to more untapped areas quickly and raised company's sales for new and existing phases by 25%. Continued the involvement through post-launch and provided analytical procedures.
- Assisted in maintaining all records and relevant files of the vouchers gathered in bank daily and ensured the accuracy of procedures, verified the bank's receiving stamp on them one by one and updated discrepancies timely to the team manager.
- Applied procedures on the records to detect any mishandling or negligence with the team, ensured data protection and the soundness of internal controls within the company.
- Assisted with the external auditor's team and reviewed ledgers and files of suppliers and customers through sample picking.
- Worked effectively as a team member sharing responsibility, providing support, and updating senior team members about the progress.
- Interacted with External Auditors to ensure timely completion of projects that saved costs for idle hours.
- Traveled to various bank locations during business and non-business hours and assisted audit team with all the records and data they needed.
- Assisted in the development of suggestions for process efficiency and improvement in internal controls based on the work performed by the departments and assisted in complete overhauling of the work processes of three main departments that decreased the workload and improved the work's quality.

EDUCATION:

- **Chartered Financial Analyst (CFA)-** Level 1 –Continue – SKANS School of Accountancy, Lahore, Pakistan.
- **Association of Chartered Certified Accountants (ACCA)** – Affiliated in October 2018 – SKANS School of Accountancy, Lahore, Pakistan.
- **Intermediate (FSC)** – 2011 – 2013 – Fazaia Degree College, Kamra, Pakistan.
- **Matriculation** – 2009 – 2011 – Pakistan International School, Riyadh, KSA

Reference will be furnished on demand.