

FAHEEM FAIZ

EMPOWERD BY EDUCATION, DRIVEN BY EXCELLENCE



ACCA (Fin.)| BSc Hons. (Oxford Brookes University)

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DOB: December 16, 1989

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Results-oriented associate chartered certified accountant finalist (ACCA FIN.) with strong work ethics and over 4 years of experience in United Kingdom and 2 year in UAE. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability. My objective is to combine my education and committed work ethics to excel in a mid-level accountant position with room for growth at your organization.

EDUCATION

- Association of Chartered Certified Accountant – ACCA (Finalist) from Kaplan Financial London.
 - BSc Hons. In Applied Accounting from Oxford Brookes University (UK).
 - Advance Diploma in accounting and business.
 - Certified Accounting Technician (C.A.T).
 - Professional Ethics Module certification by ACCA.
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ACCOUNTING COURSE WORK

Financial accounting
Audit and Assurance

Financial Management
Taxation (U.K & UAE)

Cost Accounting

WORK HISTORY

Cheeky Monkey Management services

Corporate Accountant

Sept 18-sept 20

- Providing daily sales analysis to the parent company "Marka" and the upper management along with other financial information reports as per requirement.
- Assist in preparing monthly VAT calculation.
- Performing spot audit investigation in branches to assure that all the finance related activities are followed as per company's compliance.
- Maintaining Fixed Asset Register and Depreciation schedules.
- Maintaining CAPEX sheet for new projects / outlets and OPEX sheet to assure that the expenditures are done as per respective policy.
- Maintaining business funds and handling bank transfers as per need to assure the sufficiency of bank account balances.
- Preparing Cash flow statement for management use.
- Tracking all the necessary direct costs against sales for cost controlling.
- Play an active role in month-end & Year-end closing processes, perform account reconciliations and reporting to Parent Company (MARKA).
- Looking after complete Sales related financials of the business.
- Implementing new ERP software and providing training to the staff in branches and assuring the reliability of software generated reports.
- Monthly Bank reconciliation.
- Preparation of payroll for all branches through WPS.

Shahzad Qazi & Co. Chartered Accountants (Islamabad)

Junior Auditor

June'17-July,,18

I was involved as a team member in the preparation of audit plans, meeting with clients and giving conclusions there on to audit manager. Provided accounting and auditing services to various clients.

Some of my work included:

- Conducted, yearly audits of different organizations as a team member.
- Participated in the annual stock taking of different companies.
- Analyzed revenue and expense trends and recommended appropriate budget levels.

Sipher Accounting and Tax London UK

March,,15- April '17

Accounts Manager/ Tax Consultant

- Accounts management of Sipher Accounting and Tax.
- Consulting services to clients for VAT in U.K.
- Accounting & Book keeping services to Clients.
- Tax Audit services to several clients in U.K.
- Involved in producing and analyzing year-end financial accounts.
- Producing the company's tax return.
- Planning and managing the budgets forecasts.

A Qayoom Accountants Luton Bedfordshire UK

Accountant

Jan,,13-Feb' 15

- Preparing monthly financial statements for company.
- Prepare monthly account reconciliations.
- Present all monthly and year-end financial reports.
- Audit financial transactions and document accounting control procedures.
- Payroll management.
- Experience of working with bank working capital facilities
- Preparing Bank Reconciliation Statements on weekly basis.
- Producing the company's tax return.

SKILLS

- MS Office
- Excellent knowledge of generally accepted accounting principles (GAAP)
- Quick Books 2018 Online/ Premium 2018,
- Semnox Pos
- Focus 8 erp
- Tally ERP 9

LANGUAGES

- English – Fluent
- Urdu – Native
- Arabic–Basic

Driving Licence

I have a valid U.K & UAE driving license.

VISA STATUS

I have a visit visa valid till 10 Jan 2021.