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| Qasim Abbas Naqvi |
| Contact: 0044-7435191290  Current city: Ilford London,UK  Nationality: Pakistani  Email:[qassimshah007@hotmail.com](mailto:qassimshah007@hotmail.com) |

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| Key Skills & Expertise |
| 6 years of Accounting/ Finance Experience |
| Experienced in Accounts Receivables & Payables  Credit Management & Credit Analysis |
| VAT Filing, Recording & Reporting  Financial Analysis, Financial statements,IFRS,GAAP |
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**CAREER SUMMARY**

A confident, multi-skilled & capable Professional accountant with excellent knowledge of finance & accounting. Now looking for a new & challenging Finance accountancy position where I can enhance my skills & contribute for improved performance of organization.

**EDUCATION**

**Association of Chartered**

**Certified Accountants, ACCA**

**Msc Accounting & Finance**

University of Westminster(In Progress)

**B.Sc. (Hons) in Applied Accounting**

Oxford Brookes University-England (2018)

**Advance Diploma in Accounting**

Awarded by ACCA (2018)

**Diploma in Business Administration**

Informatics Institute, Singapore (2009)

**PROFESSIONAL EXPERIENCE**

**1. Senior Accountant**

**HGC Chartered Accountants, England April 2021– Present**

Responsibilities

* Complete Handling the account payables & Receivables and accounting department.
* Filing of Tax returns on Quarterly basis, VAT, WITH-HOLDING TAX, PROPERTY TAX.
* Maintenance of general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property, and operating expenses.
* Maintenance of accounting records to show receipts and expenditures and month end closings.
* Preparation of Financial statements on Monthly/Annual Basis.

**2. Financial Accountant**

**ABM Olayan Group, KSA Nov 2018 – Dec 2020(2Y,1M)**

Responsibilities

* Perform the balance sheet accounts clearing as per recommendation from Finance Head.
* Maintaining timely processing of local/foreign payables by reviewing weekly payment run & ensuring all payments are processed on time. Reconciliations of Suppliers accounts & Preparation of Promissory notes, Letter of Credit Documents, Letter of Guarantees & Following up with Banks.
* Support the preparation of consolidated Balance sheet, P&L, Cash flow narratives & Trial balance reviews including month end closings of GL on time.
* Performing Reconciliations of account balances & Bank reconciliations.
* Monthly review of balance sheet analysis related to all taxes & Preparation of all taxes journal entries.
* Implementation of Vat & ensuring Monthly/Annual filing & Recording of VAT Returns.
* Coordination with treasury department ensuring funds are available for Due payments & reconciliation of Treasury accounts.
* Analyzing Various Budgets by comparing with actual results & Forecasting Trends.

1. **Credit Analyst**

**Caterpillar, KSA June 2014 – Oct 2018( 4YR,4M)**  Responsibilities

* Ascertain compliance with company’s credit policies and recommend changes as and when necessary.
* Assisting management with the implementation of IFRS, GAAP and accounting principles.
* Supporting management in preparation of various financial statements on annual basis & analysis of receivables ageing reports on monthly basis.
* Complete receivable and Credit management for portfolio of clients ensuring ageing remains current.
* Perform Financial Analysis, Bank Analysis, Liquidity analysis, Business valuations for credit customers and assist in the preparation of credit packages as needed, approving suitable Credit limits for new customers & managing customers to keep their aging current.
* Financial Planning & Analysis using various modeling techniques & forecasting future results using various models & assumptions.
* Analyzing Various Budgets & Forecasting Trends, performing variance analysis reports against Targets.
* Carrying out negotiations with risky customers & restructuring of debt where suitable & following up for payments.
* Preparation of Commercial Invoices, Delivery notes & other documents as per Letter of Credit Requirements & following up with banks.
* Prepare the necessary documentation to raise cases of defaulting customers to legal department, and write off debts as and when necessary.
* Carrying receivables reconciliations and taking necessary measures to keep the aging current. Forwarding default clients to legal department.

**SHORT COURSES/TRAININGS**

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| IELTS 7.5 BAND  Credit Appreciation course  Fraud Awareness by KPMG  Customer Experience Orientation  Telephone Answering Tech.  Professional Ethics Module by Acca | **Microsoft Office:**  Microsoft Word  Microsoft Excel  Microsoft Power point | **Software:**  SAP ERP  CODA Financials  Lotus Notes  AS400  Quickbooks  QAD Accounting |