

Mohammed Akhlaq

6 Thornville Terrace, Dewsbury, WF13 3SE

Mobile: 07883907788

s09makhlaq@yahoo.co.uk

Profile

A confident, multi-skilled & capable assistant accountant with excellent knowledge of finance & accounting procedures with experience in TV & Film Industry. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures.

Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

Education and Qualification

2011 -2014 University of Huddersfield

BA (Hons) Accountancy and Finance- Obtained 2:1

Modules Included:

Year 1	Year 2	Year 3
Financial Accounting (C)	Corporate reporting and Governance (A),	Advanced Corporate Reporting (A)
Management and Cost Accounting (D)	Financial management (A),	Advanced Management Accounting(B)
Quantitative analysis (C)	Management Accounting(C)	Issues in Accounting and Finance (B)
legal Environment (D)	Small Business and enterprise (C)	Tax Framework (B)
Accountants in Organisation(C)	Accounting Information systems (D),	Investment and Portfolio Management (B)

- Dean's list for Meritorious Performance 2013
- Awarded for Excellent attendance 2014

Huddersfield New College 2009-2011

BTEC National diploma in Business– Distinction, Distinction, Distinction - 2011

GCSE English language – C – 2010

Thornhill High School

GCSEs: 9 Grade A-C including Maths, I.C.T, Science and Business studies

Skills, Competencies and Achievements

- **Excel/IT skills** – Used Excel in my last work placement extensively, to prepare petty cash vouchers as well as for petty cash reconciliations and for importing data from accounts system.
- **Accounts Software** – Used similar accounting software's to Sage, to input petty cash payments, generate purchase orders and enter invoices as well as filing documents and linking them to right creditors. Assisted in maintain the system by keeping all the data updated and checking for errors.
- **Attention to Detail** – Posses high attention to detail skills and demonstrated this in my work place where I entered large amount of data accurately into the system, and therefore ensuring that errors are kept to a minimal.
- **Team player** – Confident working in a group and always want to contribute and work effectively in a team and making sure team objectives are achieved. Achieved Grade B in three separate group assignments.
- **Communication** –Good listening and verbal skills, demonstrated this in group case studies, where I have listened to what other people said and contributed myself.
- **Time management** – Very determined to meet all deadlines by prioritizing workloads and setting specific times to complete them in.
- **Numeracy skills** – Demonstrable ability to handle numbers and interpret facts from statistical and financial data and explain to non –financial colleagues.

Work Experience

Nov 2014 – Accounts Clerk – HP Yorkshire – Leeds

- Provided accounting and clerical support to accounts department.
- Used company accounting system and Microsoft Excel to enter numerous transactions correctly.
- Assisted in Maintaining accounts system by checking for errors and ensuring all information was up to date.
- Performed data and Filing work.

Sep 2014 – Oct 2014 – Trainee Accountant – Warp Films – Sheffield

- Used Excel to prepare all expenses vouchers as per procedures, including coding expenses to correct accounts and entering appropriate VAT coding to individual expenses.
- Prepared cash outgoings for items such as Per Diems, and made sure all cash was counted correctly and recorded for in the system.
- Used designated forms to record staff petty cash payments and Advances and ensure forms are correctly authorised for all payments.
- Enter all payments of petty cash into the accounts system, after vouchers are signed and paid.
- File all expense vouchers and Advance forms alphabetically, and maintain filing system to keep it error free.
- Reconciling petty cash regularly and investigating differences, and communicating this to the financial controller.
- Checking invoices and matching to right purchase orders, investigating any abnormalities that may occur like differences in amounts, entering invoices into the accounts system with the relevant file attachments.
- Answering queries regarding to petty cash and other finance matters via face to face and E-mail.
- Assist in maintaining the accounting system by regularly checking and updating all data on the system and ensuring everything is up to date.

2009 -2013 – Retail Assistant - Normanton Newsagent (part Time)

- Answering customer questions regarding products.
- Assisting with Credit Control, contacting home delivery customers via phone or in writing to collect payments.
- Taking payments from customers via cash, cheques and credit cards.
- Entering purchases into a cash register then calculating the total purchase price.
- Responsible for the accurate and timely allocation of cash.
- Asking customers questions in order to build a better understanding of their needs.
- Preparing sales areas.
- Checking the shop floor for out-of-date and damaged products.
- Encouraging customers to buy products and services.
- Listening out for and identifying opportunities to cross sell additional products and services.
- Meeting and greeting customers in a friendly manner.
- Engaging in conversation with customers.
- Maintaining a thorough understanding of all company products and processes.

Interest and Hobbies

In terms of my recreational activities I enjoy participating in a number of sports in particular Cricket and I am a member and player of a local cricket club, aside from realizing the importance of remaining fit and healthy I have used sports as a method of socializing and understanding diversity, developing friendships and understanding with individuals from differing backgrounds in terms of age, ethnicity and professional backgrounds.

I have also keen interests in the financial markets, I have a mock portfolio on yahoo fantasy trader where I buy and sell shares on the London stock exchange. This not only give me a chance to try my hand at making a healthy return but allows me to stay up to date with the current financial climate.

References

References Available on request