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U.A.E.

**Tabasum**





**CAREER GOAL**

To join an organisation that gives me an opportunity to showcase my accounting and finance skills and also helps me gain practical exposure in corporate sector.



● **Financial Accounting**

● **Management Accounting (Hospitality Industry)**

● **Taxation/ Audit**

● **SAGE 50 Accounts Certificate| 2013**

 **SAGE 50 Accounting Software training at London School Of Accounting, London.**

●  **Advanced Diploma in Retail Skills (Pearson UK)**

**EDUCATION**

**Masters of Business Administration (MBA) | 2015**

**Anglia Ruskin University, Cambridge, UK.**

**Bachelors in Applied Accounting (BSc Honours) | 2014**

**Oxford Brookes University, Oxford, UK.**

**Qualified ACCA (Association Of Chartered Certified Accountants) | 2013**

**BPP University, London, UK.**

**Advanced Diploma In Accounting and Business| 2012**

**Awarded by ACCA upon successfully completion of Professional Ethics Module.**

**C.A.T (Certified Accounting Technician)-Part | 2011**

**Intermediate Commerce (I-Com) | 2010**

**Punjab College Of Commerce (PCC), Pakistan**

**Matriculation | 2008**

**Fauji Foundation Model School, Pakistan**

**SKILLS & STRENGTHS**

**PROEFFESIONAL TRAINING**

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**ACCOR GROUP OF HOTELS (Novotel, ibis & adajio)- UAE| October 2015- Present**

**Accountant: Under Accountant designation following roles invloved:**

**Overview:**

●Examine, and analysis of accounting records, financial statements and other financial reports to asses accuracy, completeness of accounting applications.

● Keep Track and record of the company’s assets and making sure they are secure and recorded.

●Analaysis of company’s business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses.

●Daily/ Weekly reporting to management regarding the finances of company.

●Establish chart of accounts and post entries to proper accounts.

●Assist Chief Accountant in production of monthly financial statements.

Successfully completed two year ends (AUDITS) for the below sections which are mentioned in detail.

**ACCOUNTS PAYABLE SECTION:**

●Responsible for all the internal payments which include general cashier re imbursment of float, expense vouchers from purchasing manager, sales department, HR officer, PRO Officer and other related expenses incurred with in the property.

●Responsible for all the external payments which includes, muncipality bills, govt rates, Etisalat , ACCOR & FEWA bills.

●Payments to suppliers with the contracted and with direct supplies.

●Payments to Casual staff on regular basis.

●Maintianing the company’s policy of 45 days credit period and making supplier payments with in the credit period.

●Booking Supplier Invoices with accurate account codes from the chart of accounts with in the proper local department.

●Distribution of each expense into three properties Novotel, ibis & Adagio as per the pre-set ratio.

●Keep track record of all the supplier contracts.

●Uploading the accrual JVs using Q&A Vision Excel into the Sun system. Accrual JVs include;

●Performing month end closing tasks and reconciling SUN with FMC store accounts.

●Posting Monthly accurals which include: Basic salary, transportation allowances, food allowances, accomodation allowances, salik allowances, fuel allowances, Arabic & GCC national allowances, Air ticket balance accurals, Gratuity accruals, Annual vacation, work compensation, staff housing, staff furniture, staff transportation, staff count, Service Charge etc. Monthly adjustment of accurals includes Air ticket, Gratuity & Vacation Leaves balances.

**PAYROLL SECTION:**

●Running successfully monthly payroll.

●Laising with HR about company’s recruiment policies.

●Calculation of Payroll of all three properties (Novotel, ibis & adajio)

●Preparation of Final Settlement which includes Gratuity payment as per UAE Law.

●Preparing salary reconcilation as part of the monthly payroll practice and reconciling it with HR officer.

●Preparing Payroll JVs and dropping the final Salaries & Wages Accrual in Trial balance.

●Updating payroll JVs to the SUN System.

●Maintaining daily float of average 50k for hotel operations & smooth transactions.

●Collecting daily cash from the front office, counting and making documentation and submitting it to the hotel’s designated bank.

●Producing daily GC reports for chief accountant review and maintaining them for regular audit review.

●Updating GC JVs on the SUN syatem.

● Month end closing of GC and payroll accounts.

**ACCOUNTS RECIEVEABLE (Reliever):**

Roles include the following tasks: (Opera & Micros Systems)

Drafting and sending invoices to the customers (mostly shipping companies)

Doing regular follow ups for payments.

Regular ageing and follow up for the unpaid inovices.

Collecting and recording cheques and cash payments from customer (companies).

Recording credit card payments and weekly bank reconciliation.

Keep track of internal city ledger records and making timely accurate calculation for deduction in payroll.

**WORK EXPERIENCE**



**TaxAssist Accountants- London UK| July 2014 – June 2015**

**Accountant**

●Setting up of sales, purchase and nominal ledger and keeping them up to date on SAGE-50 (software)

●Preparation and submission of quarterly VAT Returns to HMRC (Standard, Cash & Flate Rate VAT).

●Preparation of monthly management Accounts Pack under senior supervision.

●Cashflow management of a hospitality business (Dealing with suppliers and other creditors on daily basis)

●Preparation of year end accounts under supervision of head Accountant.

●Running payroll of 50-plus clients (Including one hospitality business).

●Preparation of Rental Property Accounts.

●Working as a credit controller on behalf of Life Medical Company.

●Writing process documents on different accounting areas for new staff training.

●Acting as a personal assistant to the senior practitioner with excellent telephone skills.

●Use of Quick Books and Xero Accounting software for daily book keeping.

**Grip Business Solutions- London UK| January 2013 – June 2014**

**Assistant Accountant**

●Setting up sales, purchase and nominal Ledgers and keep up to date these ledgers as required using Sage Line 50 and excel spread sheets.

●Raising sales invoices, credit notes, customer’s monthly statements and allocation of sales receipts against customer’s accounts on Sage Line 50 and excel spread sheets

●Processing purchase invoices, supplier’s statements reconciliation, dealing with suppliers invoice queries & purchase orders using Sage Line 50 and Excel spread sheets

●Cheque payment to pay suppliers, Bank Receipt bank reconciliation, preparation and submission of quarterly VAT returns to HMRC

●Maintain filing system, date wise and alphabetical order.

●Monthly, weekly payroll, preparation of payslips, summary Reports, P60’s, P11D, year end closing and online submission using Sage Payroll.

**WORK EXPEREINCE**





**H-Gen Capital Ltd London| July 2012- December 2012**

**Trainee Accountant/Internship:**

●Worked as a trainee at HGEN Capital London Ltd.

●Analysis of renewable energy resources projects.

●Calculation of NPV of various projects.

**Sainsbury’s London| September 2011- June 2012**

**Retail Assistant:**

●Responsible for the managing store, improving and maintaining a high level of customer service.

●Dealing with day to day problems which arise with in store.

●Maintaining stock and daily accounts.

●Preparing daily reports.

**COMPUTER SOFTWARE & IT SKILLS**

●Advance Professional MS Excel **(including hands on experience of Q&A Vision Excel linked with Sun System)**

●Payroll: Oasys, Money Soft, Sage Payroll.

●SUN Systems, Micros, Opera & Sage 50 accounts.

●Quick Books

●Xero Accounting Software (Basic)

●CCH Central Accounting Suit (Basic)

**PROFESSIONAL ATTRIBUTES**

● A high standard of professionalism in my work

● The ability to remain calm and objective in all situations

● The ability to quickly identify and resolve client problems

● Able to work autonomously and in a team environment

● A good sense of humour and the willingness to be part of a team

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