** SULTAN**

[**SULTAN.343302@2freemail.com**](mailto:SULTAN.343302@2freemail.com)

**PERSONAL STATEMENT**

I am an analytical self-starter with good problem solving skills. I have good communication and interpersonal tactics with capability to converse efficiently with the administration, users and the workforce. I Exhibit honest work ethic with the ability to excel in difficult situations and the aptitude to outshine in the rapidly pacing time.

**EDUCATON**

**Oxford Brookes University**

**Headington Campus**

**Gipsy Lane**

**Oxford OX3 0BP, UK**

* Bachelor of Science in Applied Accounting **(March 2016)**

**London College of Business**

**6a Monteagle Court**

**Wakering Road**

**Barking, IG11 8PL, UK**

* Pearson Level 7 Diploma Strategic Management and Leadership **(June 2015)**

**British Council:**

**International House London**

**16 Stukeley Street,**

**London WC2B 5LQ, UK**

* IELTS (International English Language Testing System with 7 bands) **(Sep 2013)**

**ACCA (Association of Chartered Certified Accountants)**

**Kaplan Financial College**

**179-191 Borough High Street**

**London SE1 1HR, UK**

* F1-P3 cleared; P6 and P7 are in progress. **(July 2011-to date)**

**Centre of Financial Excellence**

**Lahore, Pakistan**

* C.A.T ( Certified Accounting Technician ) **(2008-2010)**

**Punjab College of Commerce Pakistan**

**Lahore, Pakistan**

* I.Com (Intermediate in Commerce) with Statistics, Mathematics and Accounting as major. **(2006-2008)**

**Oxford Grammar School**

**Lahore, Pakistan**

* Matriculation with Mathematics, Physics and Chemistry as major. **(1997-2006)**

**EXPERIENCE**

**Senior Accountant at IHB Accountants**

**Unit F25 Waterfront Studios Business Centre**

**London E16 1AH, UK**

**(June 2015 to Dec 2015)**

* Final Accounts
* Preparation and submission of VAT
* Sales Day Book
* Purchase Day Book
* Company Formation
* Other Ad Hoc duties

**Head of Accounts at Momins Europe Limited**

**158 Green Street**

**London E7 8JT, UK**

**(June 2011 to Dec 2015)**

While working for Momins my duties were:

* To collaborate with the management to develop schedules, procedures and systems to enable the timely and informative accumulation, adjustment and reporting of financial data.
* To maintain an efficient document filing system allowing for easy retrieval and corporate reporting.
* To manage General Ledgers, Sub ledgers, and Inventory Management.
* To prepare Cash Flow and Payroll.
* To check expense voucher to ensure all the applications are compliant with Company policy.
* Posting of invoices with detail PO number etc.
* Inter-company reconciliation with HQ, Bank Reconciliation, and Accounts Payable and Accounts Receivable analysis.
* To follow up Prepayment, and accrual.
* Responsible for audit and bank requirements.
* To prepare cost and audit reports and implementation of audit's procedure and control system.

**Customer Service/Shop Operator at B2-Media**

**Exchange Shopping Mall**

**High Road, Ilford IG1 1RS, UK**

**(Sep 2011 to Jan 2012)**

* Customer Service
* Reporting orders at the end of the day to Manager
* Answering Phone Calls
* Operating and maintaining the till
* Keeping the shop floor organised and tidy
* Adhering to Mall policies and security management

**OTHER SKILLS**

* **UK full valid driving licence which can be converted to UAE driving licence if required.**
* **Proficient in using Microsoft office, Windows XP, NT 2002, 2003, 2004**
* **Intermediate in using accounting software e.g. Book Keeping , Capium, Sage, ERP 9**
* **Fluent speaker of British English, Urdu and Punjabi**
* **Quick learner**