**Mudasser ACCA, UK. Master of Business Administration, UK**

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**Personal Summary**

A highly motived and result orientated **Chartered Certified Accountant** and **Master of Business Administration** from United Kingdome. Having **4** year experience of working in **United Kingdome** in **Limited Liability Companies** and **Accountancy Firm in Public Practices**. Highly **proficient in English** writing and speaking. Excellent knowledge and working experienceof **MS Office**, **Sage Line 50**, **Peachtree, Tally and QuickBooks**.

**Skills and Expertise**

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| Preparation of Final Accounts of limited liability Companies and partnerships in Accordance with IFRS, IASs. | Preparation of Budgets and Variance Analysis Reports |
| Receivable & Payable Reconciliation, Ageing Reports and follow up Overdue | Assisting Finance Manager in Liaising With Bank Finance requirements |
| Monthly, Quarterly and yearly MIS and Adhoc Reporting | Income Tax and VAT Computation and liaising with HMRC |
| Payroll Calculations | Inventory Calculation and Spot Checking |

**Experience Summary**

Ruman Bristol Limited Accounts ManagerBristol, United Kingdome **(Oct2014\_Mar2016)**

PAT Limited AccountantLondon, United Kingdome **(Jan2013\_ Dec2013)**

MSG L.L.C Assistant AccountantBristol, United Kingdome **(May2011\_ Nov2012)**

**Experience Details**

Ruman Bristol Limited. (October 2014 to March 2016)

Recently I have been associated with Ruman Bristol limited as Accounts Manager, a small and medium size company based in South West United Kingdom. Company owns Chain of Restaurants and Departmental Stores. Following is summary of my duties and responsibilities.

* Managing full Accounting Cycle of company
* Preparation of Final Accounts
* Preparing Monthly, Quarterly and Annually Budgets and MIS Report’s and critically analyzing any Variances
* Receivables, payables and bank Reconciliations and resolving discrepancies through discussions
* Prepare Schedules for Expenditure, Depreciation, Accruals and Prepayments.
* Preparing Payroll and calculating National Insurance and Tax for Employees
* Overseas the daily Operation of Receivable and Purchase Ledger
* Generating Aged debt analysis reports and giving instruction to assistant to chase Long due debt
* Agreeing and negotiating on Credit term and condition with receivable and payable
* Reviewing Nominal ledger Reports to confirm the accuracy of Nominal Ledger
* Running Audit Trial and critically analyzing all records
* Posting adjustment to nominal ledger in case of obsolete and damaged inventory
* Calculating Inventory and computing closing stock value monthly
* Managing Asset Register and setting depreciation policy for different asset class.
* Preparing Memo for instruction to assistant accountant for other necessary adjustment before end of month and year end for example accrual, prepayment, bad debts, allowance for bad debts
* Calculation of VAT return and submitting online to HMRC on quarterly basis.
* Preparation of Cash flow statement and performing Risk Assessment of cash position
* Preparing and analyzing Receivable ledger, Payable ledger and Bank activities report to assess cash flow risk quarterly.
* Preparation of payroll sheet and BACS direct credit sheet for submitting payment to employee’s bank account.
* Monitoring and topping Petty cash, reviewing authorization of voucher
* Designing and Placing system and control to handle cash to avoid the risk of theft and fraud
* Maintaining up to date documentation of personal records of Approved customers and suppliers to minimize risk of fraud and Contracts of employees to make sure it is in compliance with Immigration and Labor laws.
* Responding to general Queries from bank, receivable, payables and other compliance and health and safety related issues with Bristol City Council on behalf of Ruman Bristol limited.
* Looking after Compliance issues with local Bristol City Council and implementing sound internal controls to avoid any noncompliance penalties and risk of halted business operation.

**PAT Limited (UK)** (Jan2013\_ Dec2013)

During my one year stay in London base Accountancy firm. PAT Limited operates in **Financial Service Sector** and provides **Bookkeeping, Final Accounts, Annual Tax, VAT and Payroll** Services to local businesses. I have the following duties and responsibilities.

* Setting up company record on computerized accounting system
* Maintain Books of accounts
* Performing Monthly bank reconciliation and resolving error and discrepancies
* Scheduling accruals and prepayment
* Calculating month end and year and Adjustment
* Identification and rectification of error in accounts through journal
* Preparation of Final Accounts
* Computing Payroll and calculating national insurance and tax
* Preparing Value added tax (VAT) statement quarterly
* Generating p45 of employees at end of tax year for Clients
* Assisting Manager in documentation and Filing tax return and VAT return to HMRC
* Maintaining Fixed asset register
* Identification and rectification of error

MSG L.L.C (UK) (May2011\_ Nov2012)

During my job in MSG L.L.C worked as assistant accountant and have following Responsibilities.

* Post and process journal entries to ensure all business transactions are recorded
* Update accounts receivable and issue invoices
* Update accounts payable and perform reconciliations
* Performing bank reconciliation
* Preparing and sending Monthly statements to receivables and payables
* Update Nominal Ledger in supervision of senior accountant
* Responding customer and supplier quires regarding balances
* Generating Receivables and Payable Aged Reports from system
* Assist in the processing of balance sheets, income statements and other financial statements
* Assist with reviewing of expenses, payroll records etc. as assigned
* Update financial data to ensure that information will be accurate and immediately available

Educational Qualification

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| --- | --- | --- |
| Associated Chartered Certified Accountant. **(2016)** | London School of Business and Finance |  |
| Master of Business Administration. **(2015)** | London Metropolitan University |  |
| Advanced Diploma in Accounting and Business. **(2012)** | London School of Business and Finance |  |

Accountancy Software Experience and Knowledge

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| Accountancy Software | | Tally ERP  Microsoft Office  Sage Line 50 | | Quick Books  Advance Excel  Peach Tree |
| Language |  | | Fluent in English  Native to Urdu  Hindi | |
| Marital Status and Nationality |  | | Single, Male, Pakistani | |
| Availability |  | | Immediately  Visit Visa end date (April 28 2017) | |