Muhammad Noman Fahim

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Professional Profile

Professional Accountant with UK experience in SME Accountancy Practice, Construction Industry & NHS R&D Financial Services. Financial Trading Postgraduate from Coventry University London with an overall distinction and recipient of postgraduate award for Academic Excellence. Accounting graduate from Oxford Brookes University and ACCA affiliate member with two certificates of high achievement. Currently looking for next level accounting finance role in or near London ideally.

Key Professional Skills

- Accounts Payables, Receivables & General Ledger Journals Accounting
- Bookkeeping & Accounts Reconciliation
- Project Costing, Variance Analysis & Budget Review Reports
- Management Accounts & Performance Review (KPI) Reports
- Intra-Company Accounting & Transfer Pricing
- Cash-flow Forecasting & Actuals Tracking
- Compliance with Financial Reporting Standards (IAS/IFRS/FRS)
- Payroll Processing, Managing Timesheets & RTI Returns
- VAT Returns & Intrastat Declarations
- CIS Tax scheme for Construction Industry
- Financial & Investment Analysis, Statistical Analysis, Technical Trading Analysis
- Excellent communication skills both written and verbal

Software Skills & Certifications

- Experienced user and trainer of Accounts & Tax software including Sage 50 Accounts (Certified), Sage 50 Payroll (Certified), Xero (Certified), Oracle Fusion, QuickBooks, and VT Accounts Production
- Experienced Advance level user and trainer of Excel including Formulas & Functions, Financial Forecasting & What-If Analysis, Pivot tables & Charts, Data Analytics with Power Query & Power Pivot (DAX), Financial & Investment Analysis, Statistical Analysis and Macros
- Financial Modelling Certification (Excel), London School of Business & Finance
- Intermediate user of Microsoft Power BI for Business Data Metrics Visualization
- Intermediate user of SQL Queries on Database Systems including MySQL, Microsoft Access & SQL Server
- Proficient user of Microsoft Office software suite including Word, PowerPoint & Outlook
- Bloomberg Terminal Certification (BMC), S&P Capital IQ
- Certified Intermediate user of Python for Financial & Investment Analysis, Algorithmic Trading & Statistical Analysis

Academic & Professional Qualifications

CFA Institute	Chartered Financial Analyst Program, Level II Candidate	2019
MSc	Global Financial Trading, *Coventry University London, United Kingdom* *Modules including Economics, Stochastic Finance, Algorithmic Trading, Derivatives Trading, Equity Trading, Empirical Finance & Trading Simulation* *Degree Classification: Overall Distinction with Ede & Ravenscroft Prize for Academic Excellence – Best Postgraduate Student*	*2018-2019*
ACCA	Association of Chartered Certified Accountants, Affiliate Member **Two Certificates of High Achievement in Financial Accounting & Management Accounting*	*2008-2011*
BSc (Hons)	Accounting, *Oxford Brookes University, Oxford, United Kingdom* **Degree Classification: 2.1 with A grade in Dissertation*	*2008-2011*
A-Levels	Mathematics, Physics, Chemistry, Urdu & General English *The City School, Pakistan *(Grades: 1A & 3Bs, UCAS score: 320)*	2005-*2007*
GCSEs	Ten Subjects including Mathematics, Statistics, Sciences & English Language *The City School, Pakistan *(Grades: 5As & 5Bs)*	2002-2005

Career Summary

Research Accounts Administrator, Barts Health NHS Trust October 2024 to November 2024
London, E1 4UJ (Temporary FTC Role)

- Reconciling various R&D studies nominal cost center balances for O/S income distribution journals.
- Drafting Income Distribution Journals to various internal departmental cost centers based on pre-approved study distribution templates for approval & uploading on Oracle Fusion Financial system.

Finance Officer, University Hospital Southampton NHS Trust September 2021 to August 2024
Southampton, SO16 (Remotely from London Mainly)

- Raising Sales Invoices to Commercial & Non-Commercial R&D studies sponsors in a timely manner in line with sponsor study contracts financial arrangements.
- Raising Purchase Orders POs on Oracle Fusion system for Study Requisitions in a timely manner.
- Updating NHS Edge database records for invoicing & costs activity at patient & project level.
- Liaising with R&D study teams for queries received from Sponsors/CROs for disputes relating to invoiced study activity for payment resolution.
- Liaising with Accounts Receivable (AR) Team for chasing overdue R&D invoices for expected payment dates from Sponsors/CROs and updating notes/comments on R&D Aged Debt File.
- Matching supplier invoices against internal POs on Oracle Fusion system for payment processing and liaising with Accounts Payable (AP) Team for resolving payment queries from suppliers for overdue invoices.
- Updating and Posting Month-end Income Distribution Journals on Oracle Fusion system to various internal departmental cost centers based on pre-approved study distribution templates.
- Updating Monthly Divisional Reports & any other ad-hoc reports requested by Management Accountant & Senior Finance Team.
- Working closely & proactively with wider R&D Finance Team including other Divisional Finance Assistants, Management Accountants & Senior Finance Management for managing overall finance operations of the R&D Department.

Key Achievements:

- Worked within a large NHS organization finance team with high volumes of tasks/queries after previous SME experiences.
- Gained experience of working on Oracle Fusion ERP system and NHS Edge database records.

Bookkeeper (Part Time with Full-time University Course) February 2018 - February 2019
Management Accountant, Asselle Products Limited February 2014 – January 2018
London, N10

- Providing full support and reporting to financial director in managing overall accounts and finance function
- Responsible for maintaining overall Sage accounts software up to date for daily transactions in customers, suppliers, projects and bank ledgers
- Updating and forwarding weekly payments schedule to director, dealing with creditors payment queries
- Chasing debtors for overdue contractual payments
- Processing fortnightly subcontractor invoices & timesheets
- Managing Sage CIS including CIS control accounts, CIS deductions, Monthly CIS Return & CIS statements
- Continuous monitoring of project budgets, updating project budget review reports
- Updating and reporting on actual monthly overheads costs and cash flows
- Multi-currency bank accounts reconciliation and foreign accounts revaluation
- Updating Monthly Payroll Journals on Sage Accounts and running month end process
- Advising Management in setting up of systems and procedures for internal financial controls
- Updating accounts for sister companies ACASA Design Limited & Asselle Contracts Limited on Sage/Xero, intra-company invoicing for supply of material & labor services
- Detailed breakdown of Monthly Income Statement by projects and overall projects summary on Excel
- Preparation of draft Quarterly Management Accounts on VT software for director's review
- Updating Year-End Journals and Running Year End Procedures on Sage
- Reconciling and submitting monthly Intrastat Arrivals Declaration, Reviewing quarterly VAT Returns to forward to financial director and external accountants for approval & submission to HMRC
- Liaising with senior external accountant for queries in finalization of Statutory Annual Accounts for submission
- Liaising with HMRC for any tax related query or investigation including CIS & VAT

Key Achievements:

- Developed key accounting and financial analysis skills for project costs monitoring & profitability reporting using advanced Excel functions.
- Timely and accurate reporting to management of actual costs against budgets/forecasts for decision making
- Developed multi-tasking and time management skills with attention to detail in order to meet deadlines in a fast-paced high volume role environment.

Accounts Assistant & Training Officer, KBM Group **January 2013 – January 2014**
London, E14

- Preparing and posting period end journals to draft final trial balance.
- Assisting Senior Accountant in preparation of Management and Statutory Accounts for clients
- Managing payroll for clients, PAYE RTI returns, preparation of pay slips, Summary Reports, P60s and running year end payroll procedures
- Registering contractors for CIS scheme, verifying subcontractors, processing subcontractor invoices, CIS Statements & CIS Returns Submission
- Delivering practical professional accountancy & finance training courses with KBM Training and Recruitment division

Key Achievements:

- Developed high level of proficiency in market leading professional accounting & payroll softwares
- Developed excellent communication and presentation skills with both finance and non-finance individuals.

Trainee Accountant, KBM Group **September 2012 - December 2012**
London, W3

- Maintaining accountancy paperwork from clients in order
- Communicating with clients to clear any anomalies found in accounting records
- Maintaining Sales and Purchase ledger on Sage 50
- Account statements reconciliations
- Registering clients for different types of VAT schemes, Reconciliation of VAT Returns, Reverse Charge & EC Sales Lists

References Available on Request

Work Authorization: UK Permanent Residence/ Indefinite Leave to Remain ILR (No Work Permit Required)

Work Re-location: Ideally looking for London and nearby roles. Relocation possible if required and successful in a relevant role

Languages: English (fluent), Urdu (fluent), Hindi (fluent speaker), Arabic (basic)

Hobbies & Interests: Cricket, Fitness & Strength, Music, Food, Fin-Tech, Economics & Finance