Montak Mohammed Choudhury MAAT
47 St Leonards Court, Sandridge, St Albans, AL4 9UZ
M: 07955154334
E: montak.choudhury@gmail.com

Profile: - Highly motivated and pro-active Finance Professional with a range of experience within a busy office environments, qualified professional adept at ensuring compliance with GAAP accounting principles and UK regulations, specialising in Bank Reconciliations, budget forecasting, financial reporting and analysis, Balance Sheet Reconciliation and VAT using Xero, Sage, SUN, and Excel. An effective communicator with excellent interpersonal skills, who enjoys working as part of a team and responds rapidly to circumstances, thrives on challenges, and works well under pressure, dedicated and focused with the ability to use own initiative.

Areas of Expertise

Financial Analysing	Income statement reconciliation	Accounts Payable
Data Analysing	Balance sheet reconciliation	Accounts Receivable
Budgeting	Bank reconciliation (Multicurrency)	VAT Returns
Financial Reporting	Intercompany accounts reconciliation	Payroll

Skills Summary

Xero, Quick Books	Time Management	VLOOKUP, XLOOKUP, and Pivot Tables
Sage line 50 and Cloud	Advanced Excel	Communication skills and Team Working
Sun System and Q&A	Microsoft Outlook	Sage Payroll, RTI and Nest Pensions
ETZ, Bullhorn and PICS	Microsoft 365 BC	Final Accounts Preparation

Work Experience:

Finance Manager

UK Training and Development Ltd April 2021 to December 2023 Responsibilities: -

- Financial reporting
- Bank Reconciliations
- Analysing Data
- Cash flow forecast
- Managing and coordinating monthly reporting
- Budgeting, Forecasting and Management Account
- Manage accounts payable and receivable and payroll processes and administration
- Payment runs
- Accruals and Prepayments
- Maintain Fixed Asset Register
- Monitoring Cash flow
- Balance sheet Reconciliation

- Preparation of Year end Accounts
- The preparation and submission of VAT returns
- Nest pension and posting
- Sage Payroll and payroll journal posting into the accounting system
- Management of Director Loan Accounts and Dividend process/payment
- Staff Expenses

TData Administrator Giant Professional limited
15 Dec 2020 to 19 March 2021

Key Duties: -

- System migration project
- Export Data from old system (Factory Master) into Excel
- Create Database, Data Entry, Data Analysis
- Data assurance, Data profiling, Data cleansing, Data validation Testing
- Import Data into new system (123insight MRP, ERP and CRM) from Excel.

Accounts Assistant
The Institution of Mechanical Engineers 10 July 2019 to 13 November 2020

Accounts Payable, Accounts Receivable and Treasury Duties: -

- Processing a high volume of purchase orders, expenses, invoices and payments in an accurate and timely manner in accordance to the agreed service Level agreement.
- Maintain accounts payable and receivable ledgers
- Completing financial reports on a regular basis and providing information to the finance and management teams
- Import and reconcile bank, stripe, and credit cards statements
- Entering financial information into Xero, sage, and Sun software programmes
- Assisting the Finance Director and managers with various tasks, including preparing budgets, records, and statements
- Providing support to the Credit Controller, posting daily receipts, and undertaking credit control when Credit Controller on Holiday or absent.
- Completing the year-end analysis, reporting on debtors, creditors, accruals, and prepayments
- Arranging and participating in meetings, and other activities as required
- Attending and participating in CPD learning activities and training to maintain and develop my knowledge and skills
- Responsible for the invoice matching process and managing any mismatches or discrepancies through the financial system that have been identifies.
- Monitor the inboxes associated with accounts payable daily, for all invoices submitted via Email.
- Reconcile Suppliers statements received into the department and resolve outstanding queries where appropriate.
- Contribute to team initiatives outside of own role and support other areas within the finance department as required.
- All other duties relevant to the scope of the role.
- Intercompany transactions (both sales and purchases) processing within group of companies.
- Creating new customer and supplier accounts.

- Weekly payment runs including domestic and foreign (multi-currency) payments
- Raising sales invoices and credit notes.
- Allocating cash receipts to customer accounts.
- Dynamic 365 BC finance system migration project: data cleansing (customers and suppliers accounts) and User Acceptance Testing on accounts payable and receivable side.
- Validate bank charges and maintain related records
- Posting of bank entries into the System.
- Cheque received and deposited into the bank.
- Payroll Processing, RTI Submissions, Automatic Enrolment and Year End, Trial Balance, Income Statement, Profit Loss Account, Balance Sheet, and Submission Tax Return, setting up sales, purchase ledgers using Sage.

Trainee Accounts Assistant
KBM Chartered
Certified Accountants and Registered Auditors Mar 2016 – Dec 2016

- Processing sale and purchase invoices using Sage Line 50.
- Entering supplier payments and customers receipts, Performing bank reconciliation.
- Reconciling and submitting VAT return to HMRC.
- Processing payroll, generating pay slips and submitting RTI reports to HMRC.
- Accruals, prepayments, depreciation and control accounts.
- Preparing the final trial balance for companies.
- Producing draft and final accounts using Sage Accounts Production Advanced.
- Analysing large data files using advance excel techniques (Pivot tables & Look ups).

AAT Licenced Accountant
June 2017 - June 2020

- Financial accounting and accounts preparation for sole trader and Partnerships.
- Payroll, Value Added Tax and Personal income Tax.
- Bookkeeping

New Café Masala
June 2009 - July 2018

- Payroll Processing, RTI Submissions, Automatic Enrolment and Year End,
- Trial Balance, Income Statement, Profit Loss Account, . Balance Sheet, and Submission Tax Return, setting up sales, purchase ledgers using Sage.

Shift Manager McDonalds
Sept 2002 – March 2010

- Cashing up, cash book writing, purchase invoices, data input.
- Dealing with customer complaints and general customer service.
- Managing staff, running the shift and Staff training.

Educational Qualification:

- AAT Technician (NVQ level 2,3 & 4 in accounting), 2004 to 2007 Oakland's
- College, Borehamwood, UK.
- Bachelor of Commerce, National University, Bangladesh, 1993 to 1996
- HSC (A Level) M M College, Sylhet, Bangladesh, 1991 to 1993
- SSC (GCSE) Deari High Sccool, Sunam Gong, Bangladesh, 1990 to 1991