Shweta Sharma FMAAT
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Personal Profile:

An enthusiastic accountant with more than 16 years of experience in the field of accountancy and work in various sectors like automobile, digital delivery, accountancy practice and hospitality. I am a hard-working individual eager to work in an environment where there is an overall growth, career development of individual personality, knowledge and professional skills. A flexible attitude to work on set deadlines is supported by a creative approach to problem solving.

Professional Qualification:

Master of Commerce in Accountancy & Business Statistics, India	2000-2002
Association of Accounting Technicians AAT, London	2007-2010
Association of Chartered Accountants ACCA (affiliate) Working on Skill module 6, LSBF London	2023- Present

Skills and Abilities:

MS Applications, Excel – V lookups & Pivot tables, Sage, Xero, Hub-doc, Elapseit, Clear spend, google sheets, Timesheets, IRIS, K8, Slack Channel, Sales force, Lightyear, Oracle, GRP, NetSuite, Air table, Bamboo HR, BrightHR, Atlas, Kantata, Brainier, Egencia and Digital Toolkit.

Professional Experience:

Farsight Consulting/Version1 September 2022- January 2025

Assistant Accountant

Scope of Work:

- Review timesheets & contractor's invoices are completed, purchase ledger/sales Ledger accounts reconciliation via statements, verifying all receipts are coded and allocated correctly, and resolving any issues with non-payment.
- Draft presales/billing revenue invoices to ensure all billable time and other costs are included, including rechargeable expenses.
- Assist the Management Accountant in month-end with updating Project Tracking sheets ensuring Statements of Work are up to date, and Purchase Orders (PO) have been received from customers and filed.
- Financial reporting and compile vat returns, corporation tax, HMRC PAYE and process payments to HMRC.
- Maintenance of Accounts receivables /Debtors Ledger, general ledger and credit control, assist in month-end duties.
- Accounts payable, corporate card posting & reconciliation – Enter all Purchase Invoices to the system timely and accurately.
- Bank reconciliations and assist management accounts, prepayments, accruals, payroll & journals to meet month-end timelines. Fixed Asset Register, Auditor support & Review expenses submitted by staff/contractors; process payment runs via BACS.
- Accounts inbox management and resolving queries with internal teams through Slack channel and externals by emails.
- Assist the Financial Controller, Finance integration Manager, People team & Management Accountant as required.

AND Digital, UK March 2022 – July 2022

Accounts Assistant/Assistant Accountant (Contract)

Scope of Work:

- Verify/ Process and code over 100 supplier invoices on the Xero for UK and EU entities on a weekly basis.
- Record contractor's timesheets and receive approval from manager for payment runs.
- Masterfile logged with supplier invoices with approval for the payment run and cash flow analysis.
- Process company expenses on Elapseit and after approval load them to the Xero.
- Clear spend management, credit card spreadsheet reconciliation and record journals on the Xero.
- VAT coding on invoices and expenses, filing of credit card receipts and bank reconciliation.
- Statement reconciliation for the month-end and debt collection via RBS bank.

DHL International Express (UK) Ltd June 2021- November 2021

Accounts Assistant/Credit Controller (Temporary Contract)

Scope of Work:

- Managing and updating 400 customer Duty & VAT accounts and chasing overdue debts and resolving credit control.
- Developing customer relations, arranging payment plans & sending statements. Setting customers on my bill portal.
- Follow up the customer's inquiries on held shipments and communicating with the customs to get the shipment released.

The Apartment Network
Assistant Accountant April 2019- May2021
Scope of Work:

- Processing supplier payments within cash flow limits by Bankline, square, WorldPay or TransferWise.
- Review payroll reports and send changes to the payroll provider and processing monthly payroll.
- Daily bank reconciliation, process quarterly VAT returns and monthly PAYE, weekly cash flow forecasting to CEO.
- Supplier relationship management by issuing credit notes and refund payments via Amex/BACS.
- Process employee expenses, reconcile all receipts and remittances/commission invoice for payments.
- Month-end analysis of P&L, accruals, prepayments and journals posting and reporting to the management team & accountants.

The Apartment Network
Accounts Assistant/Bookkeeper November 2017-April 2019
Scope of Work:

- Daily verify supplier's invoices details with Sales force and process by coding of all purchase's invoices.
- Maintenance of AP/AR and set up credit terms. Debtor collection and raise customer invoices. Follow up on discrepancies.
- General assistance to the Management team or Financial Director when required.

Euro Car Parts Ltd.
Purchase ledger Assistant/ Accounts Payable September 2014 – July 2017
Scope of Work:

- Set up and tested a new online Banking system for weekly pay runs and international bank transfers.
- Multi- currencies online payments like GBP, USD and EUROS from different bank portals.
- Distribute remittance advice to suppliers, process staff expenses and posting of direct debit and standing order.
- Weekly payment logged, review and reconciled them with Bank Statement and Filing.
- Setup of new supplier account by recording application form, verify and amend bank details through Bank line.
- Process invoices on K8 as required - registering/verifying/expensing and scanning with E- docs.
- Resolving payments enquiries with bank or supplier. Reconcile supplier's statements and keep the accounts up to date

Euro Car Parts Ltd
Cash and Bank Accountant October 2011 to September 2014
Scope of Work:

- Responsible for 16 branches Bank reconciliation, journals into Kerridge8 as per accounting code.
- Creating bank payments and transfers from branches to Head office and resolve cash, credit card and bank queries.
- Liaising with the bank and raising queries for any discrepancies identified within bank statements.
- Raise refund cheques over £250 for branches and resolve refund discrepancy. Report daily activities to the Treasury Manager.

Euro Car Parts Ltd.
Customer Service Advisor April 2009 to October 2011
Scope of Work:

- Ensure/manage orders from domestic as well as international customer queries resolve by either phone or email.
- Verify the bank details of new clients with the bank manage orders and processes them in a timely manner.
- Filing, photocopying, faxing the documents and raised credit note to the clients once goods received from customer.
- Interact with various departments and courier companies to follow up the progress on customer orders.
- Generate claims to the courier company if the parcel is lost, stolen, damaged or incorrectly delivered.

Dua & Co. Chartered Accountants & Registered Auditors
Position: Administrative Assistant January 2008 to October 2008