Saiyma Khan, ACCA
Wembley Park, London, UK | Acca.saiymakhan@gmail.com | +44 7436683699 | Linkedin

Professional Summary

ACCA-qualified finance professional with an MA in Strategic Financial Management and 4 years of experience in financial analysis, compliance, and reporting. Proficient in QuickBooks, Xero, Free Agent, and VT. Adaptable and results-driven, I excel in optimizing processes and delivering impactful financial insights.

Available to start within 1 week.

Core Competencies

• Financial Reporting (IFRS Compliance) • Financial Analysis • Budgeting and Forecasting • Tax Planning and Compliance • Accounts receivable • Accounts payable • Value Added Tax (VAT) •Corporation Tax •Financial Management •Financial modelling • Bank Reconciliation • Intercompany Reconciliation •Import Tax reconciliation • Group Accounting •Real Estate • Audit Reports • Payroll • Cashflow • Foreign Currency Transactions• Accruals •Audit Report • Prepayments • Depreciation •Journals •QuickBooks, Xero, VT, Free Agent, Tax Calc, Iris • Variance Analysis • Cost Control •Annual Budgeting • Fixed Assets Register • General Ledger • FCA Management Report• Balance Sheet reconciliation• Account Reconciliations • Month-End Closings • Profitability Analysis • Advanced Excel (Pivot Tables, Formulas) • PowerPoint • Capital Gains Tax (CGT) •Construction Industry Scheme (CIS) • Risk Management and Internal Controls • Team Leadership • Stakeholder Collaboration • Innovative Mindset • Embrace Change • Personal Integrity • Collaborative Teamwork •Written Communication • P11D filing• Continuous Improvement • Presentation Skills • Critical Thinking • Multi currency accounting •Pleo management • - Payroll Review

Professional Experience

[Senior Accounts Manager]
Makes worth Accountants | [London, United Kingdom
Oct 2022 – Present

- Prepared and analysed monthly financial statements (P&L, balance sheet) in compliance with IFRS and produced management accounts compliant with FCA regulations.
- Conducted tax planning, minimizing liabilities while ensuring legal adherence, and managed capital gains tax returns (CGT), annual accounts, and corporation tax returns.
- Prepared quarterly and annual VAT returns (cash, accrual, and flat rate) and verified payroll consistency.
- Reconcile part payments, Cross Boarder Import of goods, record C79 and PVA for VAT, Xero and QB integration with third party software such as Houzz, sum-up etc.
- Prepare monthly, quarterly, and annual reports, including financial statements, budgets, forecasts, and variance analysis with commentary.
- Analyze financial data to deliver insights and recommendations to Clients.
- Developed risk management strategies, reducing financial discrepancies, and ensured compliance with CIS regulations, managing contractor-subcontractor relationships.

- Managed a diverse portfolio of clients across IT, Real Estate, Interior Designing, Healthcare, Construction, Retail, Hospitality and Consultancy.
- Review approve and resolve Payroll issues for clients, Prepare and submit P11d.
- Review and reconcile intercompany transactions and maintain Fixed asset register for groups.
- Supervised and mentored a team of 3 junior accountants, promoting professional growth and team efficiency.
- Resolve issues with HMRC and CH and maintain compliance.

Senior Associate

Busy Brain Consulting Ltd (Kathmandu, Nepal), an outsourced company of GNS Associates UK (London, UK.
Oct 2021 – July 2022

- Manage bookkeeping for a portfolio of clients, including recording financial transactions, reconciling accounts, and ensuring accurate and timely financial reporting.
- Prepare monthly, quarterly, and annual financial statements in compliance with IFRS.
- Conduct tax planning and compliance, minimizing liabilities while ensuring adherence to tax laws.
- Prepare and file annual accounts and corporation tax returns.
- File quarterly and annual VAT returns on cash and accrual bases.
- Managed a diverse portfolio of clients across IT, Transportation, Healthcare, Construction, Retail, Hospitality and Consultancy.
- Review and reconcile intercompany transactions and maintain Fixed asset register for groups.
- Budgeting and forecasting for clients to support the company's financial planning and decision-making.

Junior Associate, COSEC department

ME 10 Business Solutions (Kathmandu, Nepal), an outsourced company of AGK Partners UK (London, UK).
Sept 2019 – Sept 2021

- Implement processes or systems to help ensure good management of the organization or compliance with legislation.
- Prepare and file the confirmation statement for my portfolio of clients.
- Inform companies house of any significant changes to the company's share capital, administration or registered address.
- Ensure compliance with financial and legal standards while staying updated on regulatory changes affecting the organization.
- Prepare documents related to share structure and share transfers.

Education

Association of Chartered Certified Accountants (ACCA)
2022

MA Strategic Financial Management
University of West of London | London, United Kingdom
Sept 2022 – July 2023

Certifications and Training

- ACCA Membership (Dec 2022)
- Currently pursuing Advanced Financial Modeling certification from the Financial Modeling Institute.
- Xero Advisor Certified
- QuickBooks Certified Pro Advisor
- Money soft payroll manger
- SAP S/4HANA Essential Training
- Tax Calc
- Bright Pay
- VT
- Free agent

Technical Skills

- Accounting Software: [QuickBooks, Xero, Tax Calc, Iris,]
- Data Tools: [Microsoft Excel (Advanced), Microsoft Word, Power point, Eviews]

Achievements

- Achieved **All Nepal 3rd rank** in the **Performance Management (PM)** paper of ACCA in the March 2020 attempt.
- Achieved **All Nepal 1st rank** in the **Advanced Audit and Assurance (AAA)** paper of ACCA in the March 2021 attempt.
- Achieved **All Nepal 3rd rank** in the **Strategic Business Leader (SBL)** paper of ACCA in the September 2022 attempt.
- Awarded **"Best Prefect"** for demonstrating exceptional commitment, responsibility, and leadership skills in the role.
- Earned several certificates for academic excellence and won multiple intercompany quizzes.

Languages

- English (Fluent)
- Hindi (Native Proficiency)
- Nepali (Native Proficiency

References

Available upon request.

Available to Start within 2 Weeks.