DETAILS OF: **HAMED ZERAATKAR**

PROFILE SUMMARY:

Hamed is a dynamic and results-oriented Assistant Accountant with over four years of experience in overseeing financial operations, including reconciliation, VAT reporting, and financial analysis. He has a proven ability to manage accounts payable and receivable, process payroll, and ensure compliance with regulatory frameworks such as the Client Assets Sourcebook (CASS). Highly skilled in optimizing financial workflows to enhance operational efficiency, reduce costs, and support business growth. Adept at producing detailed financial reports and analyses, with a strong command of advanced accounting software such as SAGE, XERO, and Excel. Hamed excels in high-pressure environments, delivering accurate, timely financial results while meeting tight deadlines.

FURTHER DETAILS:

AAT Level 4 Accounting & Finance
City of Westminster College
2023 – 2024

AAT Level 3 Accounting & Finance
College of Northwest London
2022 – 2023

MSc in Accounting & Audit
Azad University of Neyshabour, Iran
2015 – 2018

SOFTWARE SKILLS: SAGE, XERO, Advanced Excel including V lookups and Pivot tables

SALARY REQUIRED: £45,000 minimum salary

NOTICE PERIOD: 1 months notice

CAREER DETAILS:

ASSISTANT ACCOUNTANT
Novion Global Ltd
May 2023 - Present

Duties and Responsibilities:

- Oversee the company's financial operations, including managing multi-currency revenue and expenditure in GBP, UDD and Euros
- Conducting VAT return preparation and submissions, ensuring timely and accurate compliance with tax regulations
- Processing between 250 and 300 invoices a week
- Values of invoices ranged between £500k and £1 million
- Raising between 100 and 150 invoices a week

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- Leading the month-end close process this includes accruals, prepayments, and detailed account reconciliations credit cards, bank accounts, and expenses
- Preparing and presenting comprehensive financial reports, including Profit & Loss statements, Balance Sheets, and Cash Flow forecasts to senior management in a varied style including Power Point
- Carrying out bank reconciliations across the 6 separate accounts across the three currencies
- Performing CASS reconciliations to ensure proper management of client assets in accordance with FCA regulations
- Processing payrolls for all employees, ensuring accurate salary calculations, tax deductions, pension contributions, and other statutory requirements.
- Collaborating with external auditors, providing necessary documentation and detailed financial insights to support successful audit outcomes

ACCOUNTS ASSISTANT
Doris CCTV Ltd
August 2022 - April 2023

Duties and Responsibilities:

- Processed between 50 - 100 invoices a week
- Values ranged between £1000 and £10,000
- Set up new suppliers
- Dealt with supplier queries
- Managed the Accounts Payable inbox
- Reconciled the two company accounts

ACCOUNTS ASSISTANT
HMBC UK Ltd
July 2021 - July 2022

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