

Altaf Hussain

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Summary

With 3 years of experience, including 2 years in financial reporting and 1 year in auditing, I possess a strong background in accounting. My skills encompass bookkeeping, data entry, and proficiency in accounting software such as QuickBooks, Zoho, and other CRM systems. I have a proven track record of conducting successful financial audits, producing detailed reports that led to cost-saving measures, and implementing efficient recordkeeping processes. My commitment to upholding ethical standards and confidentiality makes me a valuable asset for financial accuracy and regulatory compliance in any organization

Experience

Accountant

Future Consultants

Nov 2021 - Aug 2023 (1 year 10 months)

Future Consultants is a trusted UK-based partner for expert accountancy and business strategies. We redefine success by simplifying complex financial challenges and helping you achieve your business goals effortlessly.

Responsibilities:

Managed financial operations and client accounts, ensuring meticulous bookkeeping, accurate data entry, and proficiency in QuickBooks and other relevant software.

Developed and executed comprehensive financial strategies that resulted in a 10% reduction in costs, benefiting clients.

Led financial analysis and reporting efforts, generating precise financial statements and reports for clients and stakeholders.

Collaborated closely with clients, providing expert financial advice, addressing inquiries, and tailoring financial solutions to meet their specific needs.

Conducted audits and maintained regulatory compliance, enhancing financial transparency and reliability.

Impact:

Implemented streamlined financial processes, reducing month-end close time by 15%, and significantly improving overall financial reporting accuracy.

Successfully identified and rectified financial discrepancies, resulting in a 7% reduction in audit findings and enhanced financial transparency.

Contributed to clients' financial success by efficiently managing finances in QuickBooks and other software.

Awards:

Awarded the "Financial Excellence Award" in 2021 for consistently delivering exceptional financial solutions and exceeding performance targets.

Junior Accountant

Delroze khan & co chartered accountants

Mar 2020 - Aug 2021 (1 year 6 months)

Responsibilities:

Helped keep financial records accurate by entering data carefully.

Worked with others to check if the money stuff added up correctly.

Assisted in making reports about money and how we spend it.

Helped make sure everything followed the rules during checks by the money people.

Helped get things ready for tax time.

Used computer programs like QuickBooks and Excel to make money stuff easier.

Made sure to keep money secrets safe and did the job properly.

Achievements:

Made fewer mistakes in data entry, which helped keep things tidy.

Helped complete money checks with no big problems for two years in a row.

Worked together to make money plans faster by 10%.

Helped make money jobs smoother by solving problems and making things better.

Education



University of Agriculture, Peshawar

Bachelor of Business Administration - BBA, Accounting and Finance

Sep 2017 - Aug 2021



Quaid azam group of school & college

Fsc, Pre-Engineering

Apr 2016 - Oct 2017



Albadar model school & college

Matriculation

Oct 2014 - Sep 2015

Skills

Financial Analysis • Auditing • Accounting • Business Development • Bookkeeping • Financial Audits
• Data Analysis