

# Amirah Khan

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Cardiff, Wales

## Work experience

### Apprentice Accountant, AB Accountancy, Cardiff, Wales, 2020–Present

Approve sales orders, raise invoices promptly, and coordinate invoice queries. Assist with payment applications, maintain retention and applications logs, ensuring timely payments. Manage the allocation of daily cash receipts and assess the creditworthiness of new customer accounts.

- Successfully maintained a well-organized and up-to-date filing system, streamlining data retrieval and reducing response time to client queries by 20%.
- Successfully improved the efficiency of invoicing processes by optimising sales order approval and invoice generation, reducing turnaround time by 15%.
- Contributed to resolving complex invoice queries, leading to a 10% reduction in outstanding debt and ensuring timely payment of invoices.

### Accountant Trainee, City Finance Corporation, Cardiff, Wales, 2019 – 2020

Collaborated with the accounting team to prepare and maintain accurate financial records, including balance sheets, income and cash flow statements. Assisted in managing accounts payable and accounts receivable processes, verifying invoices, processing payments, and tracking outstanding balances. Helped maintain a smooth cash flow management system.

- Implemented a streamlined filing system for financial documents, resulting in a 25% reduction in document retrieval time, contributing to increased efficiency within the accounting department.
- Discovered discrepancies in accounts receivable records, leading to the recovery of £2,000 in outstanding payments and ensuring accurate financial reporting.
- Assisted in implementing a comprehensive review process for financial reports.

## Education

Bachelor of Science (Honours) in Accounting and Finance, University of South Wales, 2018

- **Relevant courses:** Financial Reporting, Auditing and Assurance, Management Accounting, Business and Corporate Law, Financial Accounting

## Personal profile

Qualified accountant with ACA qualification, possessing a strong foundation in financial principles and strategies that drive business growth. Adept at fostering positive relationships across all departments within the organisation. Proficient in managing records, conducting reconciliations, and assisting in financial reporting. Effective communicator and quick learner, committed to continuous improvement and enhancing financial strategies.

## Skills

- Invoicing
- Sales Order Processing
- Credit Assessment
- Budget Planning
- Audit Preparation
- Cash Management
- Financial Reporting
- Record Keeping
- Microsoft Office Suite

## Certifications

- ACA (Associate Chartered Accountant), Institute of Chartered Accountants in England & Wales (ICAEW), 2021
- Level 2 Accountancy, The Association of International Accountants, 2020