



Mr. MOOSA REDHA

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An enthusiastic individual that brings assistance and support to an organisation. I am an **Administrator** & a **part-qualified accountant** looking for a role in finance or admin with the good academic & practical background I provide that would bring effective decision-makings in a team of a company. I am highly motivated and hardworking that can work under pressure by implementing it within the working environment.

CORE COMPETENCIES

- Team Working
- QuickBooks
- Microsoft Access
- Interpersonal Skills
- Receivables/Payables
- ERP
- Invoicing
- Microsoft Excel
- Customer Satisfaction
- Database Management
- Bank Reconciliations
- Problem Solving
- Microsoft Outlook
- Auditing
- Stock Management

CORE KEY SKILLS

- Communicating with managers & supervisors for assisting and completing tasks.
- Using Accounting and Database software's such as QuickBooks, ERP and Microsoft Access
- Building customer relationships to assist their needs for products & services.
- Providing company values within an organisation by completing Business Operations.

WORK EXPERIENCE

October 2021 – present: *Administrator* at **Community Systems** (ESOL College):

- Updating student records on current (Microsoft Access) & new (Power Apps) databases simultaneously
- Reporting issues and errors on the Power Apps database
- Checking ID eligibility for students and auditing their files for any missing signatures and documents
- Interviewing/enrolling new students and advising returning students on their next course journey
- Marking initial assessments to determine the students course level
- Allocating weekly course start dates for new students on induction day
- Creating/printing weekly registers for the classrooms
- Translating for Arabic speaking students
- Receptionist duties and pastoral support for students

June 2018 – September 2021: *Assistant Accountant* at **London Surface Design**:

- Using ERPNext (Accounting software)
- Creating Sales/Purchase invoices
- Adding stock entry for products
- Recording journal entries
- Weekly stock reports to the manager

- Bank reconciliations
- Account Receivables/Payables
- Multi-Currency transactions

November 2015 – May 2018: *Trainee Accountant & Administrator* at **Carramea Community Centre**:

- Bank reconciliations; entering financial records on QuickBooks and Excel
- Training new recruits for a receptionist job role
- Delivering a high standard of customer service and building relationships within the community.
- Organising displays for events (Christmas, International Women's Day, etc).
- Completing business operation procedures that's adding value and income:
 - Creating declaration forms for Gift Aid donations.
 - Waitrose Community Matters (charitable donation scheme)
 - Designing a crowd-funding page to raise awareness and donations for the centre.
 - Saving costs by finding cheaper energy suppliers through Business Advisory Services.

December 2017 – March 2018: *Sales assistant* at **CeX**:

- Processing sale transactions in the cashier
- Buying software/hardware products from customers and entering them on the system
- Merchandising products within the shop floor
- Processing regular stock checks

EDUCATION & QUALIFICATIONS

May 2018 – January 2021: **BPP University (BPP Business School)**:

- ACCA: F1 – F5, F7-F9

September 2012 – September 2017: **BPP University (BPP Business School)**:

- BSc (Hons) in Business Management
- Pathway to Higher Education in Business Management (A level equivalent)
- CMI Level 5 Diploma in Management and Leadership

September 2011 – July 2012: **Barnet College**:

- AAT Level 2 in Accounting

INTERESTS

- I have a very big interest in sport. I like playing football, go cycling and workout to keep fit and healthy.
- Entertainment (movies, video games)
- Traveling to different countries worldwide.
- Socialise with family and friends.
- Fluent in English and Arabic, happy to learn more languages.
- Served as a juror at a court trial (February 2021)