

CURRICULUM VITAE – John Whitely

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Personal Statement:

A qualified and experienced Finance executive having experience of more than 5 years in the field of Accounting and Finance. My qualifications and certifications include ACCA, MSc in Applied Accounting from Oxford Brookes University as well as MBA in Finance from London School of Economics. Well versed in Financial Management, I have grown from a Junior Accounts Clerk to the designation of Asst. Manager Finance Department in my organisation. Having worked on plenty of Accounting Software from PeachTree (now Sage50cloud) to ERP Systems such as Oracle, I can work comfortably in an IT based environment for executing successful implementation of Accounting procedures and financial decision-making.

Currently I am seeking to move towards a managerial role in financial forecasting and Financial Decision making where I can participate in strategic management along with the executives of the organisation.

CORE QUALIFICATIONS

- ❖ **Master of Business Administration (MBA)** from London School of Economics (LSE)
- ❖ **Master of Science (MSc)** in Applied Accounting from Oxford Brookes University (OBU)
- ❖ **Bachelor of Science (BSc)** in Applied Accounting from Oxford Brookes University (OBU)
- ❖ **A' Levels** from Summerfield School (Subjects: Principles of Accounts, Economics and Mathematics)
- ❖ **GCSEs** from Abbey Yorkshire High

PROFESSIONAL QUALIFICATIONS

- ❖ Chartered Certified Accountant recognized through **Association of Chartered Certified Accountants (ACCA)**
- ❖ Chartered Certified Accountant recognized through **Institute of Chartered Accountants in England and Wales (ICAEW)**

SKILLS & HIGHLIGHTS

- ± Strong coordination and team collaboration skills.
- ± Sufficient knowledge of working on various kinds of Accounting Software including:
 - InuitQuickBooks • Freshbooks • Sage50Cloud • Microsoft Excel • ERP (Oracle, NetSuite)
- ± Possess command over Accounting rules and regulations in line with UK GAAP.
- ± Strong time management skills for meeting deadlines.
- ± Can easily work in an IT based environment for performing Accounting procedures.
- ± Well versed with:
 - Auditing • Financial Reporting • Systems of Internal Control • Financial Management • Strategic Management • Business Law • Financial Policymaking • Invoicing • Regulations of Audit and Taxation Bodies

PROFESSIONAL EXPERIENCE

➤ **Bethany Associates** *(July 2019-Present)*

Designation: **Accountant**

Duties Performed:

- ✓ Closing accounts and ledgers on a monthly basis.
- ✓ Preparation of Payroll for staff salaries and wages
- ✓ Creating and updating Daily & Monthly Production Report
- ✓ Devising and maintaining financial policies and procedures.
- ✓ Completing and submitting VAT Tax Returns
- ✓ Overlooking cash flow and handling petty cash management.
- ✓ Generating invoices and working to ensure recovery of said payments.
- ✓ Preparing Monthly Financial Statements.
- ✓ Verifying the financial calculations done by other Junior Clerical Accountants.
- ✓ Inputting data into Computerised Accounting Systems.

➤ **Derbyshire Builders (Pvt.) Ltd.** *(September 2018-March 2019)*

Designation: **Finance Executive**

Duties Performed:

- ✓ Monitoring day-to-day financial operations including generating payroll, invoices, and other transactions.
- ✓ Overseeing financial assistants, accountants and other employees within the Finance Department.
- ✓ Contracting external services for purposes related to Tax Preparation, Audit, Banking, and other financial needs where required.
- ✓ Interpreting company's financial status to identify areas for potential improvement.
- ✓ Reviewing financial data and preparing monthly and annual reports.
- ✓ Presenting financial reports to senior management including directors.
- ✓ Creating and devising relevant financial policies and procedures for the company.
- ✓ Preparing tax returns challans for the company.
- ✓ Interpreting provided financial data to the executives for financial decision-making.

➤ **Elite Professional Services (Pvt.) Ltd.** *(October 2017-September 2018)*

Designation: **Senior Audit and Account Supervisor**

Duties Performed:

- ✓ Overseeing daily transactions, including accounts payable/receivable, general ledger and bank reconciliations.
- ✓ Participating in regular tax audits and generation of payroll.
- ✓ Preparing budgeting reports and forecasting revenues.

- ✓ Managing month-end and year-end closing.
- ✓ Organizing financial data into useable information for financial analysis and maintaining updated records.
- ✓ Creating relevant accounting policies and procedures in line with the company goals and targets.
- ✓ Ensuring compliance of accounting procedures with the applicable laws and regulations.

➤ **Williams & Co. Chartered Accountants** *(January 2016-June 2017)*

Designation: ***Senior Audit Supervisor and Advisory***

Duties Performed:

- ✓ Performing audit planning and scheduling auditing tasks.
- ✓ Ensuring that auditing is performed as per schedule.
- ✓ Reviewing automated Audit Work Papers prepared by the Audit Staff to ensure sound audit theory and compliance with the department's methodology.
- ✓ Supervising the Audit Staff for completion of Performance Evaluations.
- ✓ Ensuring completion of auditing tasks and reviewing in compliance with the standards set by Her Majesty's Revenue and Customs.

HOBBIES & INTERESTS

Apart from my professional life as an accountant and a finance enthusiast, I like to read across the newspaper in the morning and engage in discourse regarding the economic condition of the United Kingdom. Having strong coordination skills helps me greatly in shooting in the range from time to time, not only with arms but through archery as well. While I have always been a Maths geek, I have also immersed myself deeply into Cinema having a deep profound love for Christopher Nolan.

*References will be furnished upon request.