



Ayesha Kashif

Accounts Assistant

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Languages

English (Fluent)

Urdu (Native)

Hindi (Fluent)

About

BRANDS WORKED WITH

Asmat & Co

IAC Accountants Ltd

Windfall Accounting LLP (Windfall Logistics Operations)

Experience

● Accounts Assistant

IAC Accountants Ltd | Jul 2021 - Aug 2022

- Managed financial data entry and analysis, including bank reconciliations and posting bank feeds. Oversaw monthly/weekly payroll operations, pension assessments, quarterly VAT returns, company secretarial work, and client/HMRC correspondence
- Ensured accurate financial records, timely reconciliations, efficient payroll processing, and compliant company records
- Maintained precise financial data, on-time payments, legal compliance, and strengthened client relationships
- Managed the work plans and deadlines of the accounts team
- Created and managed schedules, delegated tasks effectively, and prioritized critical activities
- Improved team efficiency, met project deadlines consistently, and fostered a productive work environment

● Accounts Assistant + Vendor Manager

Windfall Accounting LLP (Windfall Logistics Operations) | Nov 2021 - Aug 2022

- Managed client's Sales Ledgers along with their Amazon Vendor Portal. Conducted weekly consolidated orders allocation and reported on brand over/undercharging. Produced sales orders, managed Amazon invoicing, and handled operational and financial Amazon Portal requirements
- Organized and maintained client sales data, monitored sales trends, optimized order allocations, and streamlined the order processing workflow
- Improved data accuracy, increased revenue, optimized sales performance, and ensured smooth operations on the Amazon platform. Brought the defect rate from a steep 8% of clients sales money stuck to 0.56% (negligible)
- Handled team and client correspondence. Communicated effectively with team members and clients, ensuring everyone was well-informed and maintaining strong team dynamics
- Fostered better collaboration, improved client satisfaction, and facilitated a cohesive work environment

● Accounts assistant

Asmat & Co | Sep 2020 - Nov 2020

- Prepared VAT returns for UK businesses and supervised Self-Assessment tax returns. Handled client queries and facilitated new client setup
- Ensured accurate tax submissions and provided timely client support and onboarding assistance
- Minimized tax liabilities, maintained strong client relationships, and facilitated smooth onboarding processes
- Collaborated effectively, contributing to project success and personal development
- Gained valuable insights and skills from experienced professionals in the field

Education & Training

- 2023 - 2026 ● **University of West London**
BA (Hons) Accounting and Finance,
- 2019 - 2023 ● **AAT**
AAT (Association of Accounting Technicians), Accounting
- 2017 - 2019 ● **The Priory Academy LSST**
A-Levels;
- 2014 - 2016 ● **APS Sevenstreams**
GCSE equivalent Matriculation - Grade A,