

IMAN JAFRI

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I am a highly motivated person who has just finished his first year in the film industry. I am a quick learner and a strong team player. I have recently started doing the ACCA accounting exams, and currently have three exams completed. Having thoroughly enjoyed my time in film so far, I am excited to keep learning more and continuing my journey in film.

EXPERIENCE

Assistant Accountant – The Problem With People (2022)

- Responsible for Payroll
- Calculating timesheets and processing payroll using Collsoft
- Creating bank files to pay payroll and creating reports and payslips
- Creating the payroll journal
- Managing the CWPS system
- Looked after Schedule D invoices

Accounts Assistant – Marlowe (2021)

- Responsible for petty cash. This included setting up and maintaining floats, tracking petty cash purchases, and entering in to accounts software.
- Assisted with accounts payable. I helped with processing invoices, entering and matching POs, and paying invoices. I also performed vendor reconciliations.
- Responsible for all journals needed to keep accounts up to date.
- Performed bank reconciliations.
- Looked after the DPO system for the production.
- Aided with final audit for the production.

Assets Trainee – Disenchanted (2021)

- Performed all accounting tasks for the sale of assets.
- Raised invoices for all asset sales.
- Kept accounts up to date and entered journals into accounting software once payments were received.
- Maintained the assets ledger and tracked all outgoing items.

Accounts Trainee – Epic Pilot (2021)

- Responsible for petty cash for the production. This included setting up and maintaining floats, tracking costs and entering all transactions into the accounting software.
- Assisted with payroll by helping to calculate timesheets and entering the payroll journal.
- Helped entering and matching POs.
- Entering journals in order to keep accounts up to date.

- Produced period end reports and performed period closes.
- Aided with the final audit for the production.
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EDUCATION

- British International School of Abu Dhabi - International Baccalaureate 38 Points (505 Leaving Cert equivalent)
- Amsterdam University of Applied Sciences – International Sports Management and Business
- ACCA – Currently have completed three ACCA exams

OTHER SKILLS

- Trained in using Money Penny, PSL and Global Vista accounting software.
- Trained in using Collsoft payroll software
- Proficient in Excel