**Gulfjobseeker.com CV No:** **114132**

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**→ Executive Summary**

Intend to take my career to next level, with a leading corporate along with committed & dedicated people, and contribute to its growth as well as to upgrade my skills and analytical abilities.

A highly motivated **Accountant** professional with a verifiable recordof accomplishments. Highly creative, recognized as a result-oriented and solution focused individual.

**→ Area of Expertise**

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| * General Ledger Preparation * Accounts Receivable * Accounts Payable * Petty Cash Management * Bank Reconciliation * Payroll Preparation   **→ Education** | * **Auditing(Manufacture, Service and Banking sectors)** * Computer Literacy * Organizational Literacy * Work as a Team Player * Time Management skills |

* Completed CAB 1 Level of Chartered Accountancy..
* Completed of CAB 2 Level Examination of Chartered Accountancy
* Certified Public Accountant with completed compulsory three years article of charted accountancy

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| **→ Work Experience**  2009 – 2013  2013 – 2015  **English**  **Sinhala**  **Arabic**  **Tamil**  **→ Technical Proficiency**  **Platforms**  **Applications** | Worked as an **Auditor /Accountant at SJMS Associates (Associated with Deloitte)/ A. G. Sharma & Co**, Where I involving the following function.   * Book keeping of accounts, which includes extraction of trial balance,   Updating of general ledger.   * Preparing Profit & Loss accounts, Balance Sheet & Supporting Schedules. * Computing and furnishing IT, VAT, PAYE, WHT, NBT & ESC Returns. * Involved in Registration of Company (ROC) Work. * Preparing Salaries, Imports, Lease & Loan schedules. * Performing physical stock verification. * Preparing Income Tax Computation & schedules. * Preparing and checking Payroll. * Understanding nature of business environment and business cycle of client. * Audit planning, assessing the risks, completion of work within allocated time. * Scrutinized/evaluated the adequacy/effectiveness of internal controls and quality of performance in carrying out assigned responsibilities and are in compliance with organizational policies, plans, procedures, laws and regulations. * Applying test of controls/substantive tests on fixed assets, debts, leases, receivables and payables, inventory, revenue, expenses and employee compensation. * Appraise progressively the soundness, adequacy and application of the internal control systems, accounting policies, ERP modules, Accounting packages. * Ascertain the extent to which the system of internal control ensures compliance with the Company’s policies and procedures, laws and regulations * Ascertain that the system of internal control promotes the efficient and effective use of resources * Identifying, collecting and analyzing audit evidence during the course of the audit. * Special assignments such as stock taking, fixed assets verifications, physical cash count and Fraud Investigations as part of the audit procedures. * Examining company payroll and personnel records to determine worker's compensation coverage and compliance with local regulations. * Verified journal and ledger entries of cash and check payments, purchases, expenses, and trial balances by examining and authenticating inventory items. * Supervising & guiding the subordinates. * Preparing the reports on findings and recommending the corrective actions to be taken and presenting to the respective management  |  |  | | --- | --- | |  | Worked as an **Accountant at Glorex Trading Co W.L.L - Qatar,** Where I involving the following function.   * Handling and coordinating day-to-day accounting work * Handles office cash and prepares the reimbursement vouchers for the approval of the same. * Preparation of Monthly Management Accounts. * Responsible for receivables management including invoicing, collection and monitoring and risk assessment of receivables. * Preparation of Bank reconciliation statement * Determine payment schedules with customers * Import/Export - Letter of Credits / Verification of L/C’s / Bank Guarantees/Negotiation’s * Insurance – General &Vehicle. * Monthly depreciation management of fixed assets and posting * Review assigned accounts for accuracy and ensure that transactions are properly recorded.  Ensure timing and classification of entries is proper. * Assist with analyzing financial statements on a monthly basis and report on variances. * Ensure that corporate policies and procedures are consistently applied. * Provide analysis and support for requests from external auditors. * Fund/cash management (Inflow & outflow), Proper advice and memo with **HO (Dubai Office)**. * Coordinating Head Office instructions and prepareing various reports as per **HO’s (Dubai Office)**requirement. * Monitor and administer customer accounts. * Generate weekly Aging reports * Prepare accurate monthly billing adjustments * Manage and resolve customer inquiries * Processing payment and review of system reports Coordination with Bank. * Supplier’s bill clearance and cheque preparation * Supervision and control over the inventory management system * Preparation of Payroll (Salary + Wages ) * Preparation and monitoring of various budgets and forcast. * Handling Key Customers Eg- Qatar Airways, Qatar Duty Free, Doha Intl Airport and Mowasalt’s accounts, follow ups etc. * Provide analysis and support for requests from external auditor   **→ Language**  Fluent, in speaking and in writing  Fluent, in speaking and in writing  Basic Knowledge  Native Language |     Windows 8  Microsoft Office, Outlook, Access, Publisher; |

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* Completed Diploma in Computerized accounting (Quick Book, Tally…Etc).
* Typewriting (Higher& Lower)

**→ Personal Information**

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| **Date of Birth**  **Visa Status**  **Nationality** | 02-01-1989  Visit Visa  Sri Lankan |

Thanks & Regards,