MOHAMED

[MOHAMED**.186444@2freemail.com**](mailto:MOHAMED.186444@2freemail.com)

Attn to: - Human Resources Manager

JOB APPLICATION FOR SUITABLE POSITION

I'm Shazwan from Sri Lanka, at present **I'm in Abu Dhabi on visit visa** for a period of two month. I have 2 years of professional work experience covering a unique combination of auditing, accounting and administrative operations and I have successfully completed Certificate level exam conduct by **Chartered Accountants of Sri Lanka**

I worked in Timex Garments (PVT) Ltd having job descriptions as audit trainee, Management trainee. The Timex Garments (PVT) Ltd is a forerunner in apparel manufacturing in Sri Lanka, producing high fashion garment to the leading markets in EU and USA.

I was well appreciated by the management for to being dynamic and proactive.

I pledge my assurance that I would consistently work hard and smart to contribute to your esteemed organization with the help of the skills and experience I possess. I’m confident to pull up my sleeves and work towards achieving the goals set by the company. I have attached my resume for your kind perusal and consideration for a suitable post and look forward to a positive response.



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**Career Objective**

Looking for a challenging job in a dynamic environment where I can apply my knowledge, skills and creativity that will maximize company potential and contribute drastically to the sustainability of the company.

**Strengths**

I have extensive and specialized experience in accounting, auditing, identification of key business risks and accounting issues, developing solutions and evaluating the cost effectiveness, risks of operational processes, activities, policies and systems.

Further, the ability to working as a team, creative thinking and trying to be a special and valuable person on workings and having ability to make pleasant relationship with others and having efficient communication skills,

Quick Adapt to the condition and situations and perform the woks accordingly.

**Work Experience 2 Years**

**Timex Garments (PVT) Ltd – Sri Lanka**

Internal Audit Trainee, Management Trainee  **Duration**: 2011/11 to 2013/10

**Company profile:** TheTimex garments (PVT) Ltd is a forerunner apparel manufacturing in Sri Lanka, Producing high fashion garments to the leading Markets in EU and USA. For more information please visit to www.timexsl.com

**Responsibilities as a Management Trainee**

* Sourcing and negotiating with suppliers, sub contractors.
* Prepared all type of Receipt, Supplier payment schedules**.**
* Raised Payment Voucher & update the Ledger account
* Follow up Customer Receivables & update to Ledger account.
* Developed the unit cost from first principle.
* Analyzing & approving intercompany stock transaction.
* Experience in worked ERP System. Cont…..

**As an Internal Audit trainee**

* Responsible for carrying out audits of companies financial statements in accordance with relevant standards and legislations.
* Issue Internal Control Weaknesses Reports highlighting the shortcomings in systems
* Audited all kind of payment process**.**
* Performing physical stock verification & Special Investigation
* Audited all type of petty cash transaction, Include reimbursement method.
* Audited monthly payroll process.
* Discussed and resolved issues with the responsible department heads.

**PROFESSIONAL QUALIFICATION**

Qualification : Chartered Accountants of Sri Lanka

**IT QUALIFICATION**

* Proficient in Microsoft Office (MS Word, Excel, Out Look)
* Successfully completed Diploma in Computerized Accounting Packages

PEACHTREE, TALLY, QUICK BOOK

**SCHOOL EDUCATION**

* School : Arafa Central College, Weligama – Sri Lanka
* Qualified : Ordinary, Advance level Complete in Commerce stream

**Specific Skills Possessed**

* Excellent communication skill
* Excellent negotiation skill
* Willing to learn & Quick learner
* Team Player

**Extra Curriculum Activities**

* Senior Prefect of the School
* Successfully completed ‘Leadership Program’ conducted for school of Southern Province – Sri Lanka
* House captain in inter school competition
* Participated in district & Provincial Level Competition.

**Personal Profile**

* Date of Birth : 26th April 1989
* Gender : Male
* Civil Status : Single
* Nationality : Sri Lankan

I do here by certify that the above information given by me is true and accurate up to the best of my knowledge.