

***BADURDEEN***

***BADURDEEN.323962@2freemail.com***

*Visa Status: Transferable Visa with NOC*

***APPLYING FOR: Accountant***

*Objective:*

*I wish to apply and share the knowledge, experiences and analytical skills for the betterment of the organization, while enhancing my knowledge in the multidisciplinary area of my field of interest having becoming highly motivated and technically skillful in the same disciplines.*

*qualifications:*

* ***Successfully Completed Association of Accountant Technician (AAT-Sri Lanka)***
* ***Completed 06 papers in Association of Chartered Certified Accountant (ACCA-UK)***
* ***Reading for 3rd Year Exams in BSC (Bachelor of Business Administration)External Degree at University of Jayewardenepura, Sri Lanka***
* ***Successfully Completed Diploma in Computerized Accounting.***
* ***Successfully Completed Certificate in Microsoft Office.***
* ***Successfully Completed Ordinary Level & Advance Level***

*Experience:*

***Designation : Accountant***

***Period : 12.01.2014 to 25.07.2016***

***Duties :***

* *Manage day to day financial activities of company (daily purchase, Petty cash, procurement part)*
* *Register of invoices with corresponding analytic & cost codes after approval by the Finance Manager.*
* *Prepare annual financial statement including Profit/Loss Account, Cash Flow, and Balance Sheet etc.…*
* *Communicate with local management and Head office to process the payments as per available cash flow.*
* *Prepare monthly bank reconciliation statements, to regularize Bank position with the Forecasted payments.*
* *Submitting monthly accounts to finance & administration manager before first week of following month.*
* *Prepare processing of general Staff/site staff Salaries and filing EPF, ETF, PAYE tax return on monthly basis.*
* *Preparation of Input output Tax schedules (VAT) and filling return on quarterly basis.*
* *Conduct annual Audit and answering the Audit Quarries*
1. ***Organization : Chaclate Sweet Company (P.O.Box 51855, Mangaf, Kuwait)***

 ***Designation : Accountant***

 ***Period : 10.04.2011 to 27-09-2013***

***Duties:***

* *Structure, grouping the entire price for of the product based on the cost sheet.*
* *Conducting monthly physical stock verification and cross check with available stock sheet*
* *Register of invoices with the corresponding analytic & cost codes after the approval by the Finance Manager.*
* *Preparation of forecasted Budget and Cash Flows for the Short Term period*
* *Overall supervision of General Ledger, Payroll, Fixed Assets Management Module, Inventory Modulein ERP System till and including Finalization*
* *Preparation of Report for Related party reconciliation and process payment status to the Management*
* *Liaison with auditors for interim and final audits and answering the audit quarries*
* *Scrutiny and liaison with banks, suppliers and clients with regard to receipt or release of payments as per given credit positions status or terms of payment or certificate support*
* *Supporting Finance Manager to close the monthly /quarterly accounts as per company*

 *Procedure*

1. ***Organization : Auburn Travels (Pvt) Ltd (Colombo, Sri Lanka)***

 ***Designation : Accountant***

 ***Period : 01-02-2008 to 30.12.2010***

***Duties:***

* *Update the day to day transaction in to the day book (Receipts, Payments Exchange order and Invoice)*
* *Preparation of monthly bank reconciliation for several bank statements.*
* *Review of daily debtors position and taking operational decisions based on the company credit*
* *Preparation of Air Line reports (Sales of tickets , Cargo and refunds )*
* *Dealing with banks , leasing companies , creditors in order to finalize the accounts on time*
* *Handling head office petty cash expenses and checked the accuracy and pass relevant entries in to this accounts.*
* *Processing Payments for Air Ticket Sales Agent and Head office expenses including (writing Cheques and checking the source documents)*
* *Processing monthly staff salaries including (Basic salary ,EPF ,ETF, BATTA and other Allowances)*
* *Extracting annual trial balance, income statement and the balance sheet and answering audit quarries*

*LANGUAGE ABILITY:*

* *Excellent verbal and written communication in English, Arabic, Tamil and Sinhala*

*SPECIFIC SKILLS:*

* *Excellent inter relation communication with staff.*
* *Excellent team Player*
* *Creative thinking*
* *Outgoing with a positive attitude*
* *Able to work under pressure*

*Personal Information:*

*Date of birth : 20th May 1983*

*Driving License : Valid Driving License in Sri Lanka*

*Nationality : Sri Lankan Muslim*

*Gender : Male*

*Visa Type : Transferable Visa with NOC*

*Marital Status : Married*

*I hereby certify that all the information given above are true and correct to the best of my knowledge.*