Nilas

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**APPLICATION FOR THE POST OF ACCOUNTANT /SENIOR ACCOUNTANT**

Dear Sir,

I am a highly organized and self driven individual, passionate about developing my career in the field of accounting and finance and I am an accredited holder of **Bachelor of Commerce degree (B.Com)** and having part qualification in CMA - *Sri Lanka* **(*Certified Management Accountants)*,** CA - Srilanka **(*Chartered Accountant*)** and ***AAT srilanka*** as a professional qualification**.**

I have gained experience in all aspect of accounting and having over **11** **years** of experience in the in the field of accounting and finance, with **7 years in Qatar** in*Construction and Transportation* service company and4 years in srilanka.

As my resume highlights, I have expertise in range of accounting areas, including the following:

Finalization of accounts and preparing financial statements , Budget creation, cost analysis and forecasting, Treasury Management(Cash/bank), Accounts payable and accounts receivable, Month-end reconciliation and analysis, ERP Accounting System, Advance Excel, Reporting and documentation, Fixed Assets Register, Reconciliation and expense reporting, Payroll Management, General ledger , Letter of credits (Import & export LC) and Procurement Process.

My highest recent work experience with **Al Million Services Trading and Contracting W.L.L – Doha Qatar** for7 years where I work in the capacity of **Senior Accountant,** I played multiple roles in that company and during the course of my career I became an expert in those above areas.

I am an accomplished communicator, with excellent organizational, analytical thinking and hard working, attention to details, systematic and presentable with can do attitude, team spirit and culture awareness of the organization, time management skills, adopt to work with under pressure & busy environment. I am proficient with **Tally ERP9, Focus, Quick Book and Microsoft office package.**

Proactive, innovative and highly influential, I am seeking a challenging but rewarding position in the field of accounting.

Attached this cover letter with my resume and I am keen and enthusiastic about joining with a reputable establishment, and hope you will give me a chance to present my case in further detail in a personal interview.

**Curriculum Vitae for Senior Accountant /Accountant**

***Professionally Qualified with 11 Years experience and ability to manage entire accounting and played multiple role in accounting and Finance***

**PROFILE SUMMARY**

* A result oriented ***Bachelor of Commerce******(B.Com) Degree holder*** andhaving part qualification in CMA - *Sri Lanka* **(*Certified Management Accountants)*,** CA - Srilanka **(*Chartered Accountant*)** and ***AAT srilanka*** as a professional qualification**.**
* Highly skilled accounting professional with **11+** **years** of experience in the field of accounting and finance, with **7 years in Qatar *at Al Million Group of company which is construction and transportation*** *service company* and 4 years in srilanka.
* Managed entire ***accounts & finance functions independently*** including ***maintenance & finalization of accounts***. Proven ability to manage multiple assignments while meeting tight deadline schedules. Possess reputation as self-directed professional with excellent problem solving, analytical skills.
* Presently seeking a ***challenging position in the field of accounting and finance*** in a reputed organization where my accounting skills and experience can be well utilized for the benefit of the organization while attaining self-growth as well.

**AREAS OF EXPERTISE**

 **Financial Accounting Fixed Assets Register Month-End Reconciliation & Analysis**

 **Internal/External Audit Treasury Management ERP Accounting System**

 **Payroll Management General Ledger Accounts Receivables/Payables**

 **MIS Reporting Financial Reporting Purchasing Mgmt & Process**

 **Project Accounting Advance Excel Letter of Credit (LC Process)**

 **Budget Development Variance analysis Managing Junior Staff**

**EMPLOYMENT HISTORY**

**12 /2015 to 11/2016** **CHIEF ACCOUNTANT**

CENTRAL MARKETING INDUSTRIES (PVT) LTD - **SRILANKA**

*Industry****: -*** *Manufacturing and Marketing*

**11 /2008 to 11/2015 SENIOR ACCOUNTANT**

AL MILLION SERVICES TRADING & CONT. CO W.L.L **-DOHA QATAR***.*

*Industry****:-***

***Construction***:- residential building construction, Commercial &Industrial building construction Projects, MEP project, sub-contract and manpower support service to project and having more than 2500 employees.

***Transportation***:- Public Taxi Service in the State of Qatar (1000 taxies in to the service) with Brand name of **(Al Million Taxi)** and transport services to Government Departments Like Ministry, QP and many large companies in Qatar and garage & auto maintenance services

**06 /2006 to 08/2008 ACCOUNTANT**

PROBISS (PVT) LTD, 43, LAKE CRESCENT, COLOMBO-02, **SRILANKA.**

*Industry****: -*** *Building* construction and sub contract

**04 /2005 to 05/2006 ASSISTANT ACCOUNTANT**

MILLENNIUM FURNITURE CENTER, **SRILANKA -** Manufacturing of furniture items.

**EXPERIENCE SUMMARY**

* Finalization of accounts and prepared all financial statements on a monthly, quarterly, semi-annual and annual basis and ensured a timely closing of accounts.
* External and internal audit preparation and follow up the audit process until preparation of Income tax returns for the year.
* Formulated budgets and conducted variance analysis to determine difference between projected and actual result.
* Prepared and analyzed the report and advice on business operations including revenue and expenditure trends, future revenues, financial commitments and obligations.
* **Handled Accounts Receivable ( AR ) :**

*Generate sales invoice & Progress invoice, follow up the payment , sales analysis, aging report, send SOA for outstanding customers, investigate customer queries, resolve payment discrepancies, develop a recovery system and initiate collection effort, reconciliations, record all cheques & deposit and manage client accounts.*

* **Handled Accounts Payable (AP *)* :**

*Verifying creditors invoice with necessary supporting documents(LPO, DN, material request & GRN), enter the invoices into system, ensuring all vendors are paid on time as per credit terms, Process cheque requests, arrange the payment ,reconcile vendors ledger, resolve invoice discrepancies, track expenses, expense report, verify & checking expenses claim and Managing vendor accounts.*

* **Month end Closing activities**: (Ledger reconciliation, accrual, prepaid expenses, deferred expenditure, amortization, overhead allocation to cost center, adjusting journal entries and reversal entries).
* Reconciled and verified daily taxi service collections with system reports, cashier report and bank deposit slips and analyzed the revenue accounts to ensure daily target is achieved.
* **Civil Construction and MEP project accounting :**
* *Preparing progressive invoice for each civil construction and MEP project.*
* *Calculated manpower cost for each construction/ subcontract project site.*
* *Project cost classification and allocation of overhead to each project.*
* *Prepared project status report and advice to the project manager on the cost control of the general conditions as well as overall project costs as they relate to budgeted amounts and their impact on project profitability.*
* Performed all tasks related to the monthly payroll processing for around 2,500 employees.
* Recording for day to day financial transaction and ensured activities are performed timely & accurately.
* Establish and monitor of internal control system and effective accounting system.
* Arrangement of letter of credits for suppliers / subcontractors (Import & export LC) and coordinate with bank and beneficiary, follow up required amendments, LC expiry and preparation of import documentation.
* **Bank and cash routine assignment/ Treasury Management**
* *Arrangement of Tender bank guarantee, performance bank guarantee and other guarantees.*
* *Petty cash management & Forecast daily cash requirements.*
* *Report cash operation activities daily to management.*
* *Bank reconciliation and liaising with bank.*
* *PDC record, cheque discounting, Bill discounting, Arrangement of fund transfers and cheuqe deposit.*
* *Utilize sanctioned bank facility.*
* Actively involved in physical stock counting in each quarter.
* Involved and managed entire purchasing process.
* Maintained the fixed assets register each month with capitalization of Assets, including calculating and recording depreciation, amortization, disposals and acquisitions of all fixed assets.
* Ensure financial records are maintained in compliance with accepted policies and procedures.
* Analyze financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems.
* Reviewed and approve petty cash expenses and bank payments, payment request to help the company in reducing mistakes and losses.
* Guided and supervised the activities of the accounting staff with (Posting journal entry, time sheet updating, accounts payable, receivables, sales invoice and payroll.
* Reconciled and prepared analysis of Intercompany transactions.
* Arranged Insurance for Motor vehicle (taxi & transport vehicles), Workmen compensation and other properties.

**EDUCATIONAL CREDENTIAL**

**Bachelor of Commerce** **(B.Com), 2007**

Specialization inFinance & Accounting,

*University****:*** *South Eastern University of Sri Lanka* ***(SEUSL)***

**Operational Level (Intermediate) 2016**

*Institute of Certified Management Accountants of Sri Lanka*

*(****CMA – Sri Lanka****)*

**Intermediate Level 2006**

*Association of Accounting Technicians Sri Lanka (****AATSL****)*

**Executive Level (Certified Business Accountant) 2016**

*Institute of Chartered Accountant of Srilanka (****ICASL****)*

***Diploma in Computerized Accounting (***MYOB, Quick Book&Tally) **2006**

British Informatics of Computer Technology at wellawatte **(BICT)**

***Diploma in Software Engineering (*DSE)** **2001**

at City College of Kalmunai **(CCK)**

**G.C.E. Advanced Level (A/L)**  **2000**

Economics **(A**), Business Studies (**A**), Accounting **(B**).

**MY IDENTITY AND KEY SKILLS**

* Hard working
* Sincerity in work
* Planning &Executing
* Detail oriented
* High Level Integrity
* Analytical Thinking
* Problem Solving
* Communicator
* Ethical Behavior
* Attention to Details
* Worked experience under busy & pressure environment
* Planning & Executing the work
* Time Management
* Managing the team

**COMPUTER LITERACY**

* Proficient in MS- Office Packages (Word**,** Excel**,** PowerPoint**,** Access and Outlook).
* Worked experience with Computerized accounting Packages (**Tally ERP9, Focus and Quick Book** )
* Successful completion of ***Diploma in Computerized Accounting* (**Tally, Quick Book, Peach Tree, Acc Pack and MYOB)
* ERP modules :Microsoft Dynamic Navision 2015

**TRAININGS & DEVELOPMENT**

* Participated in Leadership-Programme, Conducted by South Eastern University of Srilanka
* Workshop on Adolescent Reproductive Health Education, Conducted by Eastern University of Srilanka
* SAP (Basic) Training

**PERSONAL INFORMATION**

Date of Birth **:** 30th of August 1980

Sex **:** Male

Nationality **:** Sri Lankan

Civil Status **:** Married

Known Language **:** English, Tamil, Malayalam & Hindi

Status of Visa **:** Visit Visa

I do hereby declare that the particulars given above are true and accurate to the best of my knowledge