**Sherin**

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**To whom it may concern**

I am Sherin , who is recently worked as the Accountant – General operations in WLLin Doha State of Qatar. is an Indian origin company which is extending its foot print in State of Qatar. The company engages in supplying equipments, chemical and electrical products related to oil and gas industry. I had to leave the company after 1.5 years of service, due to motherhood and relocation of family from State of Qatar to UAE.

Prior to join this company, I worked for Holcim (Lanka) Ltd, Sri Lanka which is a fully owned subsidiary of Holcim BV Ltd, a Switzerland based multinational company engages in manufacturing of cement.

Holcim BV is employing approximately 80,000 people, with production sites around 80 countries. With a market presence on every continent, Holcim is more globally spread than any other building materials group, allowing creating a strong foothold in each individual market, and gaining stable earnings. Holcim's core businesses include manufacture and distribution of cement, and production, processing and distribution of aggregates (crushed stone, gravel and sand), ready-mix concrete and asphalt.

Thus from the very beginning of my finance career life, I had the opportunity to being exposed to dynamic culture and work environment, continuous innovation and improvements, higher expectations, high commitment required, best practices, sound systems, consistent well established policies & procedures and most importantly the quality of work expected, which are inherent in multinational business arena. When couple all those valuable exposure with my attitudes towards work and life, has helped me to shine my career so far. Thus I strongly believe, I would able to contribute to fulfill and achieve the objectives and expectations of your organization.

Now I am based in Dubai, UAE under my husband’s sponsorship (RP & Emirates ID is available). I would be grateful to receive opportunity for an interview for a suitable position at your esteemed organization. Thank you.

CURRICULUM – VITAE



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| **Career Vision** |

To become a high caliber professional in the fields of accounting and financial management with the right business acumen.

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| **Professional Qualifications** |

* Reading for the management level of Chartered Institute of Management Accountants (CIMA) of United Kingdom
* Diploma in Book keeping, United Kingdom at British Business School, Sri Lanka.
* Completed Intermediary level of Association of Accounting Technicians of Sri Lanka (AAT
* Completed the Diploma level of Chartered Ship brokers of United
* Introduction to shipping
* Port agency
* Completed the Advanced diploma level of Chartered Ship brokers of United Kingdom.
* Shipping business
* Reading for the Qualifying exam / degree level of Chartered Ship brokers of United Kingdom.
* Logistics and multimodal transport
* Shipping finance

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| **Work Experience and Career Progression** |

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| **Group Company** | **Destination** | **Line of Reporting** | **Period** |
| Petroleum Technology WLL, State of Qatar | Accountant – General operations | Head of Finance | 05 Jan 2014 – 15 May 2015 |
| Holcim (Lanka) Ltd, Sri Lanka | Assistant Accountant - Credit control | Manager Operations | 15th May 2011 – 30th June 2013 |
| Holcim (Lanka) Ltd, Sri Lanka | Assistant Accountant – Accounts payable | Manager Operations | 01st Jan 2008 – 14th May 2011 |
| Ambuja Cements (Pvt) Ltd, Sri Lanka | Accounts Executive - Finance & Shipping | General Manager Finance | 01st Jan 2007 – 31st Dec 2007 |
| Ambuja Cements (Pvt) Ltd, Sri Lanka | Accounts Assistant - Finance & Shipping | Accountant | 18th Jan 2006 – 31st Dec 2006 |

**1. Last position – Accountant General Operations**

**Job description**

Accountant General Operations is preliminary responsible for managing and execution of both management & none management payrolls coupled with handling of day today web based payment activities. It is accountable for analytical and reporting activities of payroll to the management and preparation of other analytical reports in demand of management.

It is preliminary responsible for the maintenance of fixed assets module of the company, fulfilling related reporting requirements including depreciation.

It is accountable for preparation of financial statements of a subsidiary company of the Parent, with proper inter-company reconciliation and reporting the same to Consolidation division for Group consolidation. It is accountable to handle all the audit quarries and coordination with auditor’s in respect of payroll, fixed assets, web based payments and intercompany reconciliations.

**Key responsibilities**

* Consolidation of bio-matrix data, leave approvals, deductions, amendments.etc and finalization of management and none management payrolls. The same are submitted accompanied with variance analysis to the Head of Finance + CFO for approval and make sure timely transfer of funds to employee bank account for monthly payroll.
* Preparation and passing of payroll JV within stipulated dead line to facilitate timely month end closing
* Monitor and execute required web based payments in weekly basis in coordination with Accounts payable division. Custodian of the company’s corporate credit cards.
* Maintenance of fixed assets register of the company. Inquire, challenge of capitalizing rational when ever needed, coordination and ensure proper documentation and make sure of timely capitalization to ensure accurate depreciation.
* Ensure reconciliation of inter company and intra company transactions on monthly basis. The analysis and highlights are discussed with Head of Finance. Financial statements of a subsidiary company is prepared on quarterly basis in coordination with responsible persons attached there in, the same is pass to the Consolidation division.
* Preparation of required audit schedules, variance analysis with comments and coordination activities with auditors in all aforementioned areas, to ensure timely and smooth finish of annual statutory audit with unqualified audit opinion.

**2. Holcim (Lanka) Limited – Assistant Accountant Credit Control**

**Job description**

Asst:Accountant Credit control is primarily responsible to assist the management by providing timely and cost effective financial services to maintain short collection periods and minimal bad debt losses in line with Holcim goals, in order to achieve a balance between the cost of granting credit and the potential profit loss by restricting sales.

Asst:Accountant Credit control is accountable for overall reporting function of accounts receivable function of the company, covering corporate reporting/ internal reporting (including Board of director reporting) and external reporting, being ensuring that accounts receivable and credit control reporting is in accordance with HARP (Holcim Accounting & Reporting Principals), IAS / IFRS & Sri Lanka Accounting Standards. This position is required to spearhead in developing financial modeling tools for accurate forecasting of Balance sheet & Cash flows. Further, this position in accountable for analyzing, evaluating and recommending for internal control systems (ICS) related to accounts receivable and credit control of the company.

Working very closely with all other functional responsible persons is required as this position is accountable for SAP ERP functionality is sustained in SAP FI (Accounts receivable & Accounts payable) module.

**Key responsibilities**

* Daily update of the customer accounts by the receipts to upload the bank accounts

Weekly manual clearing of customer accounts in addition to the daily auto clearing. Daily perform of customer down payments clearing.

* By providing a listing of Bank Guarantees due for renewal at least one month in advance to sales & marketing team.
* Coordinate with monthly bank reconciliation issues.
* Maintain correct customer account balances, credit limits, bank guarantee details.
* Analyzing, evaluating and recommending for internal control systems (ICS) related to accounts receivable and credit control of the company.
* Custodian of the Accounts receivable and credit control area of both Finance Policy and Procedure Manual (FPPM) and Company Policy Manual (CPM), with monitoring, recommendations and upgrade.
* Provide accurate information to the Reporting team. Provide accurate and timely information to management including monthly AR report and Exco report. Provide the required support in reporting, monitoring and evaluating the month/ year end AR balances to sales and marketing department.
* Carryout credit control function as stipulated in the company policy manual. Provide effective financial advice for better credit management. Ensure recovery action initiated for stale debts including follow up. Monitor adequacy of exposure coverage. Report on credit exposure and ageing for recovery action. Prepare records for legal cases. Obtaining the minutes at the meeting, circulate the minutes to the relevant stake holders and follow up and monitoring the actions agreed. Review the status of customer risk profiling assessment implementation among B2B customers and monitoring B2B credit limit profile and status.
* Review the progress of Project AR (B2B) & Distributor AR improvement. Process improvement of Sale order releases. Developing customer annual risk profile in order to minimize the company AR credit risk and for a better management decisions. Improvements/ initiatives to existing processes. Develop the risk assessment document for the customers.
* Submission of customer monthly statements. Submission of customer statement monthly, Overdue reminders. Provide DSO report for critical customers. Monthly reporting of onetime customer accounts and non movement balances.

**Value-added on/off the job training**

* + Advanced business writing, by McQuire Rens & Jones – Feb 2013.
  + Reading for Certificate on Executive Leadership Development Program (ELDP) by Post graduate Institute of Management (PIM) nominated and sponsoring by Holcim Lanka.

**2. Holcim (Lanka) Limited – Assistant Accountant Accounts Payable**

**Job description**

Assistant Accountant is responsible to support the division of accounts payable in such a manner that information are processed accurately and timely and they are organized orderly to access easily. The position can be indirectly influenced the cost reduction efforts and directly prevent fraud and errors.

To ensure full compliance with tax laws, commercial practices, Holcim Accounting & Reporting Principles (HARP) and Holcim Group standards. Collectively delivering Accounts payable (AP) services to all internal and external stake holders and achieve all financial/ AP deadlines so that AP as a team achieve provision of all AP reporting and deadlines. Ensure all supporting documents are in order for all payments made.

**Key responsibilities**

* Check, compute and reconcile AP transaction documents to ensure authorization, completeness and compliance with financial procedures, Holcim Accounting & Reporting Principles (HARP), Tax & Commercial laws of the land. Analyse all the AP related accounts. - Identify the variations and make a corrective actions where necessary
* Identify transactions received for invoicing by making comparison recognizing differences or similarities, or sensing errors, irregularities, changes in circumstances or events as compared to contracts, agreements and normal commercial terms and practices
* Revise the local vendor master for the rates changes. Co-ordinate with the Supply Chain Manager and the person who creates new vendors for the correct rate application in the system
* Maintain a proper archiving system to preserve all Accounts payable documentation required by Tax, audit and other statutory bodies.

**3. Ambuja Cements (Pvt) Ltd – Accounts Executive Finance & Shipping**

**Job description**

Accounts executive Finance & shipping is responsible to ensure accurateness of all shipping

related costing and accounting information, and recording of those information in the

general ledger, analyze those information and to provide required management information reports for decision making purpose.

**Key responsibilitie**

* **TT sales verification – At Ambuja cement terminal & Warehouse**

Des/Demm Calculation for each shipment, Updating bunker sheet for vessels, Shipping line calculation for each shipment, Handling shipping related Insurance matters and calculating / finalizing agency fees

* **Handling and managing all shipping payments**

Bunker payments, Charter payments, Bill payment, Shipping line payments

Sri Lanka port authority (SLPA) payments, Des/Demm Payments, Agency Fsees

Insurance payments, Freight Payments to agents / handling parties

* **Closing all the shipping related month end activities**

Bag stock costing, Bulk cement costing, Costing bulk - each shipment, W/house stock valuation, W/house transport charges, Bunker stock

* **Reconciliation of all the shipping related general ledger accounts**

Sri Lanka port authority account, Charter, freight and agency accounts

Survey charges accounts, Shipping overhead analysis, Reconciliation of quantity, Cash and transport rebates

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| **IT Literacy** |

* Hand on experience in Navision accounting system
* Hands-on experience in SAP ERP system, specially FI module (AR & AP)
* Proficiency in Microsoft Office applications
* Proficiency in Lotus Notes

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| **Special Achievement** |

* **Star of the Function Award** at Holcim Supiri Awards 2012, in recognition of the outstanding contribution for management of Accounts receivable

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| **Skills & Competence** |

* Proficient in English, Sinhala & Tamil languages
* Quick on uptake & adaptability
* Team player and Leadership capability
* Hardworking & self-motivating
* Organization and effective networking
* Client alignment and professional integrity
* Analytical skills