Mohamed

[Mohamed.340979@2freemail.com](mailto:Mohamed.340979@2freemail.com)

**CAREER SUMMARY**

A methodical and intelligent professional, who has a passion for accounting from young age,

Obtained a ***degree at the most renowned university in Sri Lanka for Accountancy***, has excellent concentration skills with great attention to detail and analyse numbers with over *5 years’ experience* in accounting profession.

**PROFESSIONAL WORK EXPERIENCE-MORE THAN 5 YEARS**

**L&S ENGINEERING (PVT) LTD – Sri Lanka.**

## Designation : Accountant

## Period : from January 2015 to January 2017

Name of supervisor : Mohamed Shamil (Finance Director), Finance Manager

***Job role includes:***

* Preparation and presentation of Annual/Quarterly financial statements, ad hoc financial analysis reports & MIS Reports
* Prepared monthly bank reconciliation at the end of month.
* Inventory management and monitoring the inventory valuation in a timely manner.
* Handling the bank procedures with regard to the imports and exports.
* Liaising with the legal department to effectively fulfil the statutory finance related

duties.

* Participation in preparation of the budgets, cash flow forecast & working capital management

## **RN Associates – Chartered Accountants, Colombo, Sri Lanka.**

## Designation : Senior Auditor

## Period : Since January 2013 to December 2014

Name of supervisor : W.R Niles (Managing Partner)

***Job role includes:***

* Understanding nature of the business environment and business cycle of the client.
* Audit planning, assessing the risk, completion of work with in allocated time.
* Applying test of controls/ substantive tests.
* Identifying, collecting and analyzing audit evidence during the course of the audit.
* Special assignment such as stock taking, fixed assets verification and physical cash counts as part of the audit procedures.
* Examining company personal management.
* Preparing draft financials finalizing accounts.
* Investigate all material issues.
* Review and analyze internal control weaknesses and report to the management as a value addition to the client and drafting audit and other reports in accordance with statutory rules, Auditing standards and firm’s policy.

## **Uni Constructions, Mawanella, Sri Lanka.**

## Designation : Accounts Assistant

## Period : Since December 2009 to January 2011

Position of supervisor : Accountant

***Job role includes:***

* Handling petty cash payments and reimbursements.
* Prepare purchase orders, goods received notes and payment vouchers.
* Liaison with suppliers.
* Involve in cash flow management.
* Prepare ad-hock reports to the Management.

# ACADEMIC & PROFESSIONAL QUALIFICATION

**Sri Lanka Institute of Advance Technological Education (SLIATE)/ Bachelor of Commerce (Special). (2011 TO 2014)**

Successfully completed Higher National Diploma in Accountancy (Accounting & Finance) Degree at the faculty of Business Studies and Accountancy, Dehiwala campus, Sri Lanka.

**Certified Management Accountants of Sri Lanka (CMA)**

Successfully completed managerial Level of Certified Management Accountants of Sri Lanka. AMA (Associate Management Accountant)

**Institute of Chartered Accountants of Sri Lanka.(CA)**

Successfully completed Certificate in Accounting & Business Level I of Institute of Chartered Accountants of Sri Lanka. (ICASL-CAB)

# LANGUAGE AND IT SKILLS

**Language skill:**

* **English** – Fluent

 **Tamil** - Native

 **Sinhalese -** Fluent

**Computer Literacy:**

* Working experience for 5 years with Microsoft office applications.
* Worked in ERP environment at various clients during audit engagements and in mercantile sectors.
* Well versed in Tally ERP 9, Sage 50, Quick Book, MYOB, Peachtree, and ERP software’s such as SAP, Bileeta etc..
* Successfully completed ERP workshop (Microsoft Dynamic System) and Advanced Excel which is part of course study in Chartered Accounting.

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| **NON RELATED REFREES** |  |
| Reference upon request.  **DECLARATION** |  |

I hereby certify the information furnished above is true and accurate to best of my knowledge.