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Rushad

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**Currently Residing: - Dubai UAE. (Visit Visa).**

***Subject: - Looking For a Challenging and Responsible Position in Finance Division.***

Gentlemen,

    To move ahead in my career and utilize my professional skills, education and experience, I am looking for a challenging and responsible position in Finance Division in your organization.

            I have worked in Skenegard Trading and Contracting Company w.l.l Qatar and for it’s sub companies, from March 2011 to August 2015 as a Senior Accountant. Skenegard is a diversified firm situated in Doha, Qatar. STC mainly deals with Mechanical Electrical and Plumbing (MEP) projects and Construction projects. GlobalEx (Sub Company) Qatar mainly deals with Chlorine Dioxide Tablets for water and air disinfection. Awex (Associated Company) mainly deals with trading business.

Further, I have worked as Cut Ship Reconciler and Coordinator (Management Audit) at Brandix Lanka Limited in Colombo Sri Lanka, from September 2010 to October 2010 (Special Assignment). Brandix is one of the largest garment manufacturers and exporter in Sri Lanka. In addition to 03 months Secondment by Ernst & Young, I was recruited on a special contract basis.

In addition, I have worked as an audit trainee at Ernst & Young (Business Risk Service) from August 2008 to September 2010 (More than 2 Years). During my stay at Ernst & Young, I have been involved, at different capacities, in carrying out Internal Audits, Secondments, Accounting, and Special Assignments for clients in various sectors in 18 different organizations.

I am having Advance Diploma in Management Accounting - Chartered Institute of Management Accountant (CIMA - UK) and currently reading Strategic Level. Diploma in computerized accounting. (Knowledge in Tally, Quick Book, MYOB, and ACC PAC packages). Further Carried out Internal Audits using SAP system, AS400 etc. Having advance knowledge in Microsoft Excel and Word.

Here attached my detailed CV and If I get recruited in your organization, I can assure to give you higher level of satisfaction through my honest and devoted services.

Yours Sincerely,

**Age: - 28.**

**Professional Profile**

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I have Proven leadership abilities working in teams, handling multiple tasks, great adaptability to any enterprise's environment and looking for a challenging and responsible position in Finance Division, that make use of my competencies, capabilities, skills, education and experience, to contribute towards the achievement of a common goal of the division and the organization.

**Work Experience**

* **Senior Accountant from March 2011 to August 2015 (4 Years and 6 Months)at Skenegard Trading and Contracting Company w.l.lQatar and it’s clusters.**
* **Cut Ship Reconciler and Coordinator (Management Audit) from September 2010 to October 2010 (2 Months-Special Assignment) at Brandix Lanka Limited in Colombo Sri Lanka.**
* **Audit Trainee (Management Audit and Accounting) from August 2008 to September 2010(2 Years and 2 Months)at Ernst and Young in Colombo Sri Lanka.**

**Senior Accountant atSkenegard Trading and Contracting Company w.l.l Qatar and for it’s sub companies. (March 2011 to August 2015).**

Skenegard is a diversified firm situated in Doha, Qatar. STC mainly deals with Mechanical Electrical and Plumbing (MEP) projects and Construction projects. GlobalEx(Sub Company) Qatar mainly deals with Chlorine Dioxide Tablets for water and air disinfection. Awex(Associated Company) mainly deals with trading business.

**Main Responsibilities**

In the capacity of Senior Accountant following responsibility and duties carried out and directly report to the General Manager.

* Prepare monthly and annual financial statements for the companies and compile & analyze financial information.
* Manage Accounts Payable, and Accounts Receivable (Prepare engineering accounts invoice).
* Prepare cost benefit analysis report for each project and every Strategic Business Units. (Analyze actual material, labor, and overhead cost against budgeted costs and report variances to the GM).
* Analyze monthly actual total cost with budgeted cost for the companies and report to GM.
* Coordinate with suppliers for material submittals, quotations, material availability. Negotiate with supplier and prepare local purchase order. Verify with the site engineer for on time delivery and for the payments.
* Manage payroll accounts for company employees and contracted employees.
* Manage day-to-day petty cash system.(Manage cash flow and financial requirements).
* Prepare management reports for the companies.
* Prepare monthly reconciliation account for assigned accounts.
* Establish and monitor internal audit controls.
* Co-ordinate with external auditor and complete audit on time.
* Decision make on company routine matters.
* Make sure permanent files have been updated each month.
* Prepare management letters and representative letters.
* Recommend and guide for efficient use of resources of the companies.
* Manage fixed assets (annual depreciation schedules for all the non-current assets) and inventory for financial reporting.
* Supervise, review and evaluate assistants.
* Manage documents and deal with customs regulations for Global Ex Qatar.

**Special Achievement**

* Handled entire accounts for 18 floors Al Ta’awoon Tower project Al Corneche Area Doha, MEP project, which worth of 8,800,000.00 QAR (Eight Million Eight Hundred Thousand QAR).
* Handled accounts for 2 villas (Palace), 12 villas and 8 villas projects at a same period of time in Al Garrafa, Doha. (Consultant Arab Engineering Bureau) MEP project which is worth of 8,000,000.00 QAR (Eight Million QAR).
* Manage labour outsourced from other companies to the projects.
* Established an accounting system for payment, receipt, payroll and engineering accounts.

**Cut Ship Reconciler and Coordinator (Management Audit) at Brandix Lanka Limited in Colombo Sri Lanka. (September 2010 to October 2010).**

Brandix is one of the largest garment manufacturers and exporter in Sri Lanka. In addition to 03 months Secondment by Ernst & Young, I was recruited as a Cut Ship Reconciler and Coordinator on a special contract basis.

**Main Responsibilities**

* Prepare management reports after every factory visits. The reportsverify the accuracy between Monthly Operational Report (MOR - Corporate Level Report) and Cut & Logistic Department Report. Report on Differences and reasons to higher management to be discussed with the cluster CEO and CFO.
* Visit every factories and report to higher management regarding, the stock, cut panel and off cuts are clearly maintain. Check the procedure for cancelled orders.
* Preparing and maintaining group cut shipped reconciliation and related reports, liaising with 25-30 factories.
* Coordinating with factories and warehouse regarding completed orders, planning deliveries, reconciliation of styles and quantities andgoods received.

**Audit Trainee (Management Audit and Accounting) at Ernst and Young in Colombo Sri Lanka. (August 2008 to September 2010).**

Ernst & Young is one of the largest professional organisations in the world, providing people who demonstrate integrity, respect and teaming people who build relationship based on doing right things. The firm is a Charted Accountants with internal affiliations and specialised in Auditing, Management Consulting, Assurance, and Tax and Advisory.

I have worked as an audit trainee at Ernst & Young (Business Risk Service) from August 2008 to September 2010 (More than 2 Years). During my stay at Ernst & Young, I have been involved, at different capacities, in carrying out Internal Audits, Secondments, Accounting, and Special Assignments for clients in various sectors in 18 companies.

**Main Responsibilities**

* Review annual reports, planning, and carry out audits in a wide range of spectrum of organizations in compliance with Statutory Regulations, Sri Lanka Auditing Standards, Ernst & Young Global Audit Methodology, Management Policies, Companies Act and Security & Exchange Commission rules.
* Evaluate internal procedures, accounting systems and controls, and suggestimprovements to ensure that the system function more effectively, efficiently and economically.
* Provideinternal controls to the management regarding weaknesses on process, controls, and all activities covered as pre audit program.
* E.g. Management & Audit Reports to Board of Directors and share holders, on evaluation of the accounting system internal controls and operations.
* Liaise with client staff on matters pertaining to the proper conduct of the audit includingtiming of audit and reporting requirements.

**Professional Qualification**

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* **Advance Diploma in Management Accounting - CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANT (CIMA - UK) (Currently reading Strategic Level).**
* **Registered student of INSTITUTE OF CHARTERED ACCOUNTANT - SRI LANKA (ICASL).**

**Academic Qualification**

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* **General Certificate of Education Advanced Level (G.C.E A/L) – (Commerce).**

(2006:- 2774127) (2007:- 5710820)

**Subject Result Result**

Economics A

Business Study A

Accounting B

English C

General Knowledge 58%

* **General Certificate of Education Ordinary Level (G.C.E O/L 2003) – With 2 ‘A’ Passes, 4 ‘B’ Passes, and 3 ‘C’ Passes.**

**Professional Skills**

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* Diploma in Computer Accounting. Knowledge in Tally, QuickBooks, MYOB, and Simple accounting Packages.
* Carried out Internal Audits using SAP system, AS400 etc.
* Excellent knowledge in Microsoft Office Applications (Excel, Word and Power Point).
* Experience in Share Market investment (Stock Exchange of Sri Lanka) since 2006 to present date.
* Able to handle pressures and Time Management.

**I do hereby certify that the above particulars furnished by me are true and correct to the best of my knowledge.**

Signature