Sudhaharan



Email: Sudhaharan.362253@2freemail.com

“To obtain an Accountant position by adding value through utilizing my superior knowledge,

Prospecting and calculation abilities in the business”

**PROFESSIONAL WORK EXPERIENCE**

**Unik Traders (Pvt) Ltd – Construction Division – Nov 2016 to Present**

**Accounts Supervisor – Nov 2016 to Present**

Reporting to Managing Director and Chairman.

Duties and Responsibilities delivered:

* Supervising the Accounts Team on daily tasks and system entries.
* Negotiating with clients, solving any problems and making sure deadlines are met.
* Offering creative ideas to the Management to develop sales and reduce expenses.
* Daily and Monthly Analyses for Cash Movement, Expenses.
* Monitoring daily transactions.
* Preparing Monthly and Annually Bank Reconciliation.
* Preparing Annual Finance Statements with the team.
* Assisting Management on cost reduction.
* Preparing daily and monthly forecast.
* Coordinating with the bank of cheque clearance, transfers, loans, term deposits and O/D Facilities.
* Maintaining reports for Debtor, Creditors, and Sales movements.
* Handling Tenders and Quotations.
* Checking monthly Tax payable and claims ( VAT, NBT, SVAT, Dividend tax, Payee Tax )
* Maintaining a good relationship with customers & suppliers.
* Preparing Price Margin for the items as per market movement.
* Attending weekly Sales meeting with the sales team.
* Checking monthly Sales Commission & Supplier payables

**Porsche Center Doha**

**Al Boraq Automobiles WLL – Nov 2012 to Oct 2016**

**Accountant – Nov 2012 to June 2016**

Reporting to Chief Accountant & CEO

Duties and Responsibilities delivered:

* New Cars & Used Cars Registration.
* Coordinating with Management related to Sales figures & performances.
* Maintaining Sales figure comparecence.
* Daily Collections & Deposits.
* Monthly Receivables / Payable summary.
* Banking Reconciliation.
* Preparing Annual Finance Statements with the team.
* Coordinating with the Banks for Bank Transfers, Cheque Clearance, LPO payments.
* Coordinating with the Suppliers for the payment settlements.
* Coordinate with Sales Team Car registrations, Payment Status, Month end performances.
* Petty Cash / Debtor reports monthly.
* Assisting Chief Accountant & CEO for Sales and Discounts.
* Handling Car Pricing & Payments.
* Maintaining & Feeding the Sales Figures in Tally.

Previous:

**NDB Bank PLC – Sri Lanka – Feb 2012 to Nov 2012**

**Customer Development Assistant & front office Agent – Feb 2012 to Nov 2012**

Reporting to Branch Manager & Regional Manager

Duties and Responsibilities delivered:

* Assisting Walk-in Customer about the Products & Services.
* Advising Customers about investments & Stock Market.
* Assisting Branch Manager for Fixed & Term Deposits growth.
* Visiting to the Identified Market for Sales Promotion.
* Worked as a Personal Adviser for Customers (Stock Market).

**Narah Computer Forms – Feb 2009 to Jan 2012**

**Assistant Accountant – Feb 2009 to Jan 2012**

Reporting to Senior Manager & Marketing Manager

Duties and Responsibilities delivered:

* Invoicing & Stock Maintaining.
* Maintaining Petty Cash & Cash Balancing.
* Daily & Monthly Sales figures.
* Pricing & Quotations for Tenders & Bulk Deals.
* Maintaining Sales & Inventory Records in Tally.

**Core Skills**

* Ability to meet deadlines, prioritize work and to handle pressure.
* Maturity, Honesty, ability to look at challenges as opportunities.
* Team Management.
* Capable of liaising and communicating effectively with Management.
* Target Driven and excellent multitasking skills.
* Adoptability, Leadership
* Excellent MS Office, Excel & Tally Skills.
* To date have handled all issues with escalation.

**Summary of Qualifications**

**Academic and Professional Qualifications**

* Institute of Chartered Accountants of Sri Lanka (ICASL) – Part - 1
* GCE Advanced Level ( Sri Lanka ) – Accounts Stream
* GCE Ordinary Level ( Sri Lanka ) – Accounts Stream
* Computerized Accounting Packages – ( Tally , MYOB & QuickBooks )
* Diploma in Tally ( IDM Affiliated Campus )

**Sports Athletic Records**

* Represented & Won School Cricket Team for under 19.
* Represented & Won School Foot Ball for under 19.
* Represented & Won Carrom for under 17.

**Personal Details**

**Age – :27 Years old**

**DOB – :01.12.1989**

**Nationality – : Sri Lankan**

**Status – : Single**

**Fluent Languages – : Tamil / Sinhala / English**

I hereby confirm all the information furnished above is true to the best of my knowledge.