**Salithamby**

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**(MAAT,CA,ACCA)**

**Application for the position of Accountant/Senior**

**Professional Brief**: Competent Accounts Professional with comprehensive practical experience of **8 years** in

*the field of accounting & finance function, seeking a Sen*ior *Assignment* in *an organization of repute.*



***PROFESSIONAL ATTRIBUTES***

strong interpersonal skills ~ skillful time management ~ efficient planning & execution skills ~ result-driven work approach ~ strong work ethics ~ excellent analytical & communication skills ~ team dynamics

~ strive till reaching it ~



**Profile Capabilities:**

Highly energetic and team spirited with a strong work ethic, able to fulfil numerous accounting roles. Interests in a career path with heavy analytical duties and responsibilities.

Efficient preparation up to statement of financial position, statement of income, cash flow statement & accounts related matters.

Proficiently performing and excelling under demanding work conditions, well versed in basic accounts to finalization.

Adept in handling of tasks including finance & accounting processes, maintenance of day to day accounts, cash transactions, reconciliation of bank, accounts receivables & payables & preparation for annual statutory audit.

Computer skills include MS Office, Tally ERP 9, diamond ERP 7, quick book, peach tree & MYOB.

**Core Competencies:**

Financial Accounting Book Keeping Inventory Management Reconciliation Inter Company & Bank Accounts Finalization of Accounts Accounts Receivable Accounts Payable Concurrent Audit



**Professional Experience**

**196 Telecommunication Group SPC, Kingdom of Bahrain (Trading phones, computers, accessories & other telecom related products)**

**Senior Accountant (Dec 2014- Aug 2016)**

**Key Responsibilities:**

Provide reports & other information on regular interval to management being relevant as tools for decision making.



Keeping updated the management with daily financial position, payments and sales trend.



Always be in touch in provision of necessary and timely suggestions to management since most information reported by finance.



Scrutinize physical inventory and verify its accuracy with the system on random basis to evaluate the control on inventory movements.



Organized employee’s personal details and maintained proper filing for HR work.



Organized, developed and reviewed staffs work of various aspects and suggested if required with the management approval.



Independence maintenance full set of accounts up to finalization and coordinated with auditors for annual statutory audit.



Compiling appropriate financial data and analyzing day to day accounting.



Doing various reconciliations and contacting the concerning parties if discrepancy to ensure the balances. Supervise the subordinates on receipts of cash, expenditures, payments and inventory mismatch or any differences and inquire over them.



Leading and monitoring other staff including assistant accountant with the necessary assistants & oversee their jobs and provide guidance.

Keep the financial data and confidentiality safe and secure with the integrity.



Supervise the assistant accountant over monthly payroll, GOSI payment, staff loan deductions and other related accountings.



**Al Najm Al Thaqib Est. for marine services, Kingdom of Saudi** [**Arabia**](https://pdf.wondershare.net/store/buy-pdfelement-cnet.html?f=pro) **(supply all varieties of marine accessories & undertaking repair &** [**maintenance)**](https://pdf.wondershare.net/store/buy-pdfelement-cnet.html?f=pro) **Accountant (Jan 2012- Sep 2013)**

**Key Performance:**

Verified & ensured the accuracy of purchase orders with the supporting & make payments when due & communicate vendors if required.



Performing on timely submission of monthly reconciliations & report to the FM. Ex: banks, suppliers’ reconciliations



As per management requirement, weekly reports to be submitted ex: aging, expenses, purchase reports Posting month-end entries ex: depreciation, accruals, salaries related.

Preparation of payrolls together with GOSI, staff loans & advances.

Suppliers & other payments to be prepared & forwarded to FM as so for review & approval.



Collaborated with accounts team for financial statements for the annual audit in compliance with accepted policies & procedures.



Interacted & coordinated with auditors in accomplishing financial audit process as proposed. Ensure the confidentiality & security of all financial information & files.



**BDO City Office, BDO Partners, Chartered Accountants, Sri Lanka (expressing true & fair opinion in accordance with laws & regulations) Senior Auditor (Oct 2008- Oct 2011)**

**Key Accomplishment**:

Examining to be aware the company accounts, segregation of duties, financial control systems & accounting procedures for efficiency & effectiveness.



Assessing financial risks, key controls & authorization of transactions. Ensure & evaluate assets, cash, cheques & other equipment are safeguarded.

While audit engagement, documenting existing process through interviews, observation & inquires. Travelling to meet clients & visit factory or warehouse locations for physical inventories & equipment checking.

Understand, evaluate & test the design, operation of accounting & internal control systems, offering recommendation for any weakness noted.

Keep on communicating with the audit manager about the audit progress via reports & oral presentation. Compiled working papers, charts & related docs for final audit report.

Drafting final audited accounts ex: statement of financial position, comprehensive income, cash flows & notes to the accounts & annual tax computation based on the audited accounts.

Provide on-the-job training, assistance to junior members of staff & share our suggestions.

**Concord Consolidation Shipping Services (Pvt) Limited, Sri Lanka (undertaking all types of cargo clearance, transport & documentation)**

**Assistant Accountant (Oct 2007 to Sept 2008)**

**Key Accomplishments:**

Handling of cash, bank & petty cash books under chief accountant supervision.



Establish tables of accounts; assign entries to proper accounts & documenting business transactions with the guidance of superior.



Performing with the chief accountant in payroll system & payroll related items. Reconcile various reconciliations ex: banks, suppliers, customers.

Work together with tax by estimating quarterly tax & filling the tax returns.



Coordinated with accountant up to finalization on monthly basis to the management & annual basis to the annual audit.



Protect organization's value by keeping information confidential.



**Professional Development**

Associate Member of the Association of Accounting Technicians of Sri Lanka (MAAT)



Partly qualified Chartered Accountancy of Sri Lanka (CA- SL)



Reading Association of Certified Chartered Accountants with partial completion (ACCA- UK)



**Education**

General Certificate of Education - G.C.E ordinary & G.C.E Advanced levels conducted by Dept. of Examination, Sri Lanka

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**I truly and sincerely attest that the above information furnished by me is true and accurate to my knowledge.**