

**Sohail**



**CASHIER/ASSISTANT ACCOUNTANT**

**C/o-Contact Number:**

+971504973598

**Email:**

[Sohail.378075@2freemail.com](mailto:Sohail.378075@2freemail.com)

* **Age: 21 Years (1996/09/10)**
* **Nationality: Sri Lankan**
* **With English/Tamil/Sinhala and Malay languages**

CV

**Executive Summary**

An accomplished Finance & Accounts Executive with nearly2 years of experience in banking sector as a teller and General Ledger assistant, with excellence knowledge in finance & accounts, Audit. Demonstrated capabilities in the areas of Administrative functions, reconciliation of statements, creditors/debtors management, periodical books, billing, records, etc.Adept at account management processes with demonstrated compliance with statutory requirements. Also handling, recording, monitoring and classifying large volumes of data using various accounting and processing computerized packages.

**Core Competencies**

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| --- | --- |
| * International Accounting Standards * Taxation&Statutory Compliance * Account Finalization * Cash & Fund Flow Management * Payments & Disbursements * Audit Management * Administration/ERP | * Receivables/Payables Management * Bank Reconciliation * Credit Control * Documentation/MIS |

**Professional Experience**

**April 2017– present: AutoLube Group – Colombo Sri Lanka ( A leading Auto Accerssory dealer in Colombo)**

**Cashier Cum Accounts and Administrative Assistant**

**Major Accomplishments:**

* Receiving daily collections from Southern and Western Region sales team.
* Reconcile collections with daily sales reports and documents.
* Actively involved in maintaining appropriate documentation while ensuring precision, accuracy and compliance with the accounting standards.
* Administrative abilities, insights and team approach to drive organizational improvements and implementation of best practices.

**Accountabilities:**

* Establish and maintain healthy internal/external relationships with the sales department and their team.
* Accountable for day-to-day business recording in the organisation, including cash flows and bank balances.
* Responsible for ensure the transactions are authorised, controlled and recorded.
* Assisisting includes preparing weekly, monthly and quarterly management reports.

**November 2016–Mid April 2017: Lanka Puthra Development Bank – Sri Lanka**

**Trainee Accounts**

Key areas of Training**:**

* **Bank Telle**r - Cash/Cheque Handling, Customer Service.
* **Cash Handling** : Accurately process customer cash, chequedisbursement after thorough verification, and statement transactions, with a balanced or reconciled drawer.
* **Customer Service** : Greet, service and guide customers in a friendly and professional manner. Communicate existing and new products/services of the bank.
* **Electronic Funds Transfers** : Process recurring and daily electronic transactions. Track and communicate wire transfers for business and personal customers.
* Open/Close checking and saving accounts.
* Daily realtime and batch posting to the data base.
* **Credit Department** – Daily reconciling the Ledger, Collection process, Teller/Cashier, Loan appraisal/approvals and Recovery procedures.

**Academics**

* **AAT | Association of Accounting Technicians | 2016**
* **DICA | Diploma in Coputerized Accounting | 2016**
* **CIMA | Student of Cab. ii**
* **BCAS | Diploma in English Proficiency**
* **BCAS | Diploma in Information Technology**

**IT Skills**

* Quickbooks
* Tally 9
* MS Excel Accounting
* Peachtree
* MYOB
* Odoo
* ACCPAC
* Microsoft Office 2007, Hardware and networking

**References Available Upon Request**