**VITHUSH**



C/o-Contact Number: +971504973598

E-mail: [vithush.379215@2freemail.com](mailto:vithush.379215@2freemail.com)

# Currently lives in Dubai on visit visa

# CAREER OBJECTIVE

* To pursue a challenging career in the field of accountancy and financial management with integrity and competence to achieve the highest standard of performance.

# PROFESSIONAL VALUES

* Team player with the accounting expertise and vast exposure to various business functions of the organizations in a wider range of industry sectors.
* Sound technical and problem-solving skills gained through work experience and formal education.
* A good knowledge in financial service industries such as Banking, Finance, Manufacturing, and Services.
* Dynamic personality with the objective of reaching the top.
* Fluent in Multiple Languages (English, Tamil, Sinhala, Malayalam, Hindi)

**PROFESSIONAL QUALIFICATIONS**

* Diploma in Operation Management**(American College of Higher studies)**
* Part Qualified**ACCA (Association of Chartered Certified Accountants)**

- ACCA Registration number – 2813924

**ACADEMIC QUALIFICATIONS**

* Passed G.C.E. Advanced Level Examination Conducted by Department of Examination Sri Lanka August - 2010 in Commerce stream
  + Accounting A
  + Business study C
  + Economics B
* Passed G.C.E. Ordinary Level Examination Conducted by Department of Examination Sri Lanka December - 2007
* Successfully completed English language system (IELTS) conduct by British Council

- Band Score – 6.0

**COMPUTER LITERACY**

* Fully competent in working on a PC and the use of all Microsoft Office Applications in relation to Accounting and Auditing such as Microsoft Excel.
* Fully competent in working on following ERP software’s
  + Fast freight, Vision pro
* Diploma in Computerized Accounting
  + **Tally**, MYOB, **Quick book**, Pastel

**WORKING EXPERIENCE**

* **As an Accounts Assistant at Timex & Fergasam Group of Co. – (Oct 2010 - Mar 2012)**
* **Worked as an Accounts Executive at SHERMANS LOGISTICS (Esna group of companies)** – (**June 2012 - April 2014)**

**Duties and responsibilities of an Accounts Executive include:**

# Verifying calculations working with the Accounts system

# Handling and writing cheques and Payment vouchers

# Prepare Daily bank reconciliations for approval of the director of Finance.

# Assisting in the preparation of year-end accounts for clients.

# Prepare and registeringfor VAT returns

# General ledger entry including accruals and prepayments.

# Monthly / quarterly management accounts preparation such as P&L, balance sheet.

* **Worked as an Accounts Assistant in QATARI INDUSTRIAL EQUIPMENT (Qatar – Doha) –**

**(Oct 2014 to Nov 2016)**

**Duties and responsibilities as an Accounts Assistant include:**

* Working and analysing with spreadsheets, sales and purchase ledgers and journals.
* Preparing statutory accounts.
* Calculating and checking to make sure payments, amounts and records are correct.
* Sorting out incoming and outgoing daily post and answering any queries.
* Managing petty cash transactions.
* Controlling credit and chasing debt.
* Reconciling finance accounts and direct debits
* Preparing month end Payroll and distributing salary
* Preparing monthly Bank reconciliation
* Assisting and providing reports for yearend auditing, inventory check and Final Accounts.
* Manage the Department Cash flow and AP/AR

# PERSONAL   DETAILS

Date of Birth : 31st July 1991

Gender : Male

Nationality : Sri Lankan

School Attended : Vivekananda College

I undersigned, hereby certify that all the above-furnished particulars are true and correct to the best of my knowledge and belief.

Yours faithfully

**VITHUSH**