**Curriculum Vitiate of**

**Noor**

**BBA (hons) Spl in Acc, AAT,CA- Inter**

**Accountant**

Sharjah, U.A.E

E-mail : noor.379435@2freemail.com



**Objectives**

Looking for long term association with the People oriented where individual talent skills and hard work acknowledged conductive work culture providing with intellectually stimulating environment and rewarding career.

**Summary of Qualification**

* 3 Years’ Experience in Accounting Field
* Degree in Bachelor of Business Administration special in Accounting
* Excellent Verbal and Written Communicator in English
* Strong Interpersonal Skills
* Ability to communicate effectively with co-workers and managers
* Skilled in using Microsoft Office package and computerized Accounting Software’s

**Working Experience**

* **Finance Executive (10th October 2016 – 15th December 2017) at OPPO Lanka (private) Limited. Colombo, Sri Lanka.**
* **Accounts Assistant (7th January 2016 – 8th April 2016) at Divisional Secretariat, Government of Sri Lanka. Batticaloa, Sri Lanka.**
* **Assistant Accountant (4th July 2014 – 25th December 2015) at RACSI Constructions, Sri Lanka.**

**Duties and Responsibilities**

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements -e.g. VAT calculations
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice
* Establish tables of accounts, and assign entries to proper accounts
* Maintain Petty cash and Banking Activities.
* Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information,**preparing balance sheet**, **profit and loss statement**, cash flow statement and other reports.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
* Bank Reconciliation, perform any other accounting, financial tasks as may be required from time to time.

**Professional Qualifications**

* Successfully completed **AAT (SL**) at Association of Accounting Technician of Sri Lanka. **Verified by Embassy of United Arab Emirates & Ministry of Foreign Affairs Consular Affair Division, Sri Lanka.**
* Following **CAB II** Level Part Qualified at Institute of **Charted Accountant of Sri Lanka**.
* Successfully completed **Information Technology for the Business Environment** CAB II Level CA IT Practical Training Certificate Recognized by Institute of Charted Accountant of Sri Lanka. **Verified by Embassy of United Arab Emirates & Ministry of Foreign Affairs Consular Affair Division, Sri Lanka.**
* Successfully completed Certificate in Computer Hardware at Youth Federation computer unit & Information technology.
* Having good knowledge with Information Technology with Computerized Accounting Applications(**Tally ERP 9, Busy System, QuickBooks**, SAP, V2 Inventory Management System, EZ BIZ App Online, MS- Office).

**Educational Qualification**

* **Degree in Bachelor of Business Administration (Hons) Special in Accountancy** Recognized by University of Jaffna, Government of Sri Lanka.
* Passed GCE Advance Level at BT/Kattankudy Central College, Year 2010, Sri Lanka. Dep of Examination, Ministry of Education.
* Passed GCE Ordinary Level at BT/Kattankudy Central College, Year 2007, Sri Lanka. Dep of Examination, Ministry of Education.

**Special Skills**

* Good Writing, analytical and problem-solving skills.
* Excellent Interpersonal Skills.
* Good Communication Skills.
* Leadership Skills.
* Team Sprit
* Technical Skills
* Willingness to work with positive Attitude

**Language Competency**

* Fluency in English and Tamil (Spoken, Reading, Writing)

**Personal Particulars**

Sex :Male

Civil Status : Single

Date of Birth : 7th April 1991

Visa Status : Visit visa

Nationality : Sri Lankan

I declare in honor that the particulars given above are true the best of my knowledge & belief correct.