**CURRICULUM VITAE**



**IRFAN**

E-Mail: irfan.383253@2freemail.com

**JOB OBJECTIVE & CAREER GOALS**

To achieve better career development in a dynamic and challenging environment while offering the best of my contribution to make it a success and give my best to the company.

Becoming an Associate Member of Institute of Chartered Accountants of Sri Lanka.

**KEY STRENGTHS**



Effective interpersonal communication and initiatives.



Highly reliable and responsible pertaining to the matters of work.



Resourceful and believes in continuous learning and improvement.



Performance oriented and hard working.

**PROFESSIONAL EXPERIENCE**

**Job Role:** Audit Associate **Period of Service:** March 2017 to June 2018

**Deloitte**

**Sri Lanka**

Deloitte member firms offer clients a broad range of audit and assurance, consulting, financial advisory, risk

and tax services. Our client service teams under the leadership of a lead client service partner, helps to create

powerful business solutions for organizations operating anywhere in the world. This integrated approach

combines insight and innovation from multiple disciplines to help our clients exceed their expectations.

**Duties and Responsibilities**

* Perform auditing for corporate operations, finances and compliances with Regulatory requirements.
* Evaluate and recommend improvements to business processes and controls.
* Maintain positive working relationships with management and audit teams.
* Prepare reports of audit findings and recommendations to management.
* Maintain all audit work papers and reports for reference purposes.

**Job Role:** Accountant **Period of Service:** Aug 2015 To Jan 2017

**Ideal Construction & Concrete Works**

**Mawanella, Sri Lanka**

IDEAL Construction & Concrete Works undertake all kind of construction works on contract basis and complete its projects within the given time with maximum satisfaction of their clients and also provides all kind of concrete products to the constructions industry.

**Duties and Responsibilities**

* Responsible for preparing financial reports, budget and financial statements.
* Perform general Ledger Accounting.
* Involved in day to day Accounting functional.
* Reconciliation of monthly Bank accounts.
* Responsible for maintaining petty cash floats.

**PROFESSIONAL QUALIFICATION**

**Chartered Accounting – CA Sri Lanka**

* Successfully **qualified Certificate level** CAB 1 and CAB 2 examinations ( Intermediate)
* Reading for **Business Level** (Pass 2 out of 5 subject) ( Final 1 )

**ACADEMIC QUALIFICATIONS**

* Passed GCE Advance level examination – 2009 (K/g M/w Zahira National college, Mawanella)
* Passed GCE Ordinary level examination – 2006 (K/g M/w Zahira National college, Mawanella)

**EXTRA-CURRICULAR ACTIVITIES**

**Sports Skills and Leadership Skills:**

* Member of School Cricket team from 2006-2009
* Actively participated in School Level Athletic Meets, Games & Special Field Event
* I was a member of school Prefect’s Board
* Member of Serendib sports club, Mawanella.

**Language skills:**

* English – Fluent
* Tamil- Native
* Sinhala-Good verbal communication and writing

**Computer Literacy:**

* Successfully completed **Microsoft office applications** conducted by IDM, Kandy.
* Successfully completed **Diploma in Computerized Accounting** (Acc Pac, Quick Book, Tally ERP and Myob) at British informatics of computer technology, Colombo 06.

**PERSONAL PROFILE**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | Date of Birth | : 15th October 1990 |
|  | Gender | : Male |
|  | Civil status | : Single |
|  | Religion | : Islam |
|  | Nationality | : Sri Lankan |

**REFERENCES**

References are available on request

I hereby certify the information furnished above is true and accurate to my knowledge.

**Irfan**