**CURRICULUM VITAE**

**FAHAD**

**Fahad.392264@2freemail.com**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Career** |  | Seeking a challenging and rewarding career in a diverse environment where my hard work, ethic, |  |
|  | **Objective** |  |  |
|  |  |  | education and expertise can be used to achieve the mission of the company and exceed the team |  |
|  |  |  | goals. |  |  |  |
|  |  |  |  |  |  |  |
|  | **Personal** |  |  |  |  |  |
|  | **Information** |  |  |
|  |  |  | **Date of Birth** | 17th July 1997 |  |
|  |  |  |  |
|  |  |  |  | **Age** | 21 years |  |
|  |  |  |  | **Marital Status** | Single |  |
|  |  |  |  | **Gender** | Male |  |
|  |  |  |  | **Nationality** | Sri Lankan |  |
|  |  |  |  | **Education** | **1. B/AL Murshid Maha Vidyalaya (O/L)** |  |
|  |  |  |  |  | **2. Dharul Hasanath Academy Warakapola (A/L & AAT)** |  |
|  | **Professional** |  |  **AAT (Pass Finalist PF NO:26422)** |  |
|  | **Qualifications** |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  Level 1 – Completed |  |
|  |  |  |  |  Level 2 - Completed |  |
|  |  |  |  |  Level 3 – Completed |  |
|  |  |  |  | **Talent (skills) capstone –** |  |
|  |  |  |  | **Effective Communication Skills (English) – A** |  |
|  |  |  |  | **Information Technology Skills – B** |  |
|  |  |  |  **CMA (Reading)** |  |  |
|  |  |  |  |  Foundation level – Completed |  |
|  |  |  |  |  Operational level – Completed |  |
|  | **Academic** |  |  |  Managerial level | – Reading |  |
|  | **Qualifications** |  | **** | **General Certificate of Education (O/L) Examination-2013.** |  |
|  |  |  |  | (Medium- Tamil) |  |  |
|  |  |  |  | (34326804) |  |  |
|  |  |  |  | A grade in 1 subjects |  |  |
|  |  |  |  | B grade in 2 subjects |  |  |
|  |  |  |  | C grade in 2 subjects |  |  |
|  |  |  |  | S grade in 4 subjects |  |  |
|  |  |  | ** General Certificate Of Education (A/L) Examination-2017** |  |
|  |  |  |  | (Medium- English) |  |  |
|  |  |  |  | (7408854) |  |  |
|  |  |  |  | C grade in 1 subjects |  |  |
|  |  |  |  | S grade in 2 subjects |  |  |
|  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
|  |  |  |  October 2017 – June 2019 at Micronet Global Services (PVT) LTD. |  |
|  | **Working Experience** |  |  | **Accounts executive** |  |
|  |  |  |  |  |
|  |  |  |  |  Report immediately to the project manager in the management department with |  |
|  |  |  |  | regard to Accounts receivable and Accounts payable as daily basis. |  |
|  |  |  |  |  Coordinate with the Manger and Team leader with regard to long outstanding |  |
|  |  |  |  | payable and receivable. |  |
|  |  |  |  |  Preparing interim and final Bank reconciliation statements. |  |
|  |  |  |  |  Verified invoices and records for accuracy and completeness. |  |
|  |  |  |  |  Analyzing and interpreting financial data. |  |
|  |  |  |  |  Preparing and submitting the month end reports to Project manager. |  |
|  |  |  |  |  Issue of cheques and make the cash payments with Project manager’s approval. |  |
|  | **Computer Literacy** |  |  |  |  |
|  |  |  |  | Windows operating. |  |
|  |  |  |  | Application packages |  |
|  |  |  |  |  Microsoft office. |  |
|  |  |  |  Familiar with Oracle and JDE accounting package. |  |
|  |  |  |  |  |  |
|  | **SKILLS&** |  |  Proven ability to work independently and in a team as appropriate. |  |
|  | **STRENGHTHS** |  |  |
|  |  |  Ability to provide leadership for teams and multi-tasking. |  |
|  |  |  |  |
|  |  |  |  Willingness to share and adopt skills. |  |
|  |  |  |  Understand, speak, write and read English, Sinhala and Tamil. |  |
|  |  |  |  |  |  |
|  | **Awards &** |  |  Diploma in Accounting & Business. |  |
|  | **Achievements** |  |  |
|  |  |  championship of annual sports meet |  |
|  |  |  |  |
|  |  |  |  |  |  |
|  | **Extra** |  |  | Member of SSR welfare society ( Reg No: 3/4/3-244 Weli ) |  |
|  | **Curricular** |  |  | Leadership in school. |  |
|  | **Activities** |  |  |
|  |  |  Participated in cultural events. |  |
|  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

I certify that the statements made on this application are strictly true & accurate in every detail. I have not wittingly withheld any information which might be to my disadvantage in this application. I agree, if engaged, to accept all the rules & regulations of the company.

**Fahad**