**Didacus**

***Address:*** Dubai, United Arab Emirates

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**Accountant | Financial & Cost Controlling | Administration Professional**

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| **PROFESSIONAL SNAPSHOT** |

A commercially astute senior Accounting and Finance Management professional with over 19 years of robust and qualitative experience in a multicultural environment across defining accounting/costing systems with cash flow/ fund flow management, budgeting, forecasting, auditing, reporting and taxation. Strong exposure in developing SOP’s and introducing well-defined accounting/costing systems along with internal controls for systematic conduct of business. Expertise in office management & administration along with proven abilities in handling the company’s complete accounts along with cash book maintenance, ledger updates, bank reconciliation, inventory management, treasury management, cash & fund flow statement and finalization of accounts.

Dexterity across handling and managing various accounting activities viz. account payables/receivables, finalization, preparation of ageing receivables and payables reports. Proficiency in formulating and implementing accounting policies/procedures, accounting principles with the ability to relate theory with practice. Strong analytical and problem solving skills. Exceptionally well-organized with a track record that demonstrates self-motivation, creativity, determination, commitment and initiative to keep learning and hence achieve both personal and organizational goals. Highly motivated, positive and goal-oriented with proven track record of handling multiple assignments efficiently under tight delivery deadlines.

***Core Competencies:***

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| **PROFESSIONAL EXPERIENCE** |

**Since Apr 2011: Bigshow Events Est., Dubai UAE as General Accountant & Administration**

**Apr 2009 – Mar 2011: I. Concept International L.L.C., Abu Dhabi, UAE as General Accountant & Administration**

**Feb 2008 – Feb 2009: Multigraphics Production FZ-LLC, Dubai, UAE as Accountant & Administration**

**Sep 2005 – Mar 2007: V-Care-U (Pvt.) Ltd., Kelaniya, Sri Lanka as Finance, Sales & Administration In-Charge**

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| **DOMAIN SKILLS** |

* Writing daily sales reports, resolving enquiries from employees, reconciling corporate bank accounts, maintaining fixed asset inventory, posting of cashbook receipts and payments
* Maintaining seamless communication with Inland Revenue, banks and external auditors when required and handling year-end and returns to Inland Revenue, and Customs and Excise (VAT, PAYE Tax & Income Tax)
* Managing accounting operation while ensured the integrity of accounting data, timely closing of accounts and implementation of effective internal controls & policies
* Preparing cash book, petty cash book and general ledger & statement required and independently finalizing trading and profit & loss account and balance sheet
* Examining & evaluating financial systems, management procedures, and internal controls to ensure that records are accurate & controls are adequate to safeguard assets against fraud / misrepresentations
* Maintaining books of accounts and control, evaluating internal control systems / procedures with a view to highlight the shortcomings and implementing necessary recommendations
* Summarizing current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports and administering payrolls as well as controlling income & expenditure
* Reviewing contractual commitments and suppliers terms - advised on adjustments to projects regarding costing, expenditure etc. and reconciling monthly cheque reports/supplier statements and issue of payments
* Instrumental in developing experience of QuickBooks, Peachtree, Tally, Excel Spreadsheets and MS Word
* Managing monthly payroll and checking recorded and banked remittances from customers, overseeing tax input before submission to Inland Revenue
* Controlling and adjusted all non-standard payroll anomalies, adjustments to hours, costing and absence coding, earnings for leavers/redundancies and accountants, controlling cheque payments and balancing petty cash on a daily basis
* Communicating with Inland Revenue, banks and external auditors, following up on outstanding queries on purchases invoices held for payment
* Handling & maintaining day to day accounting up to finalization of Balance Sheets after making all adjustments, liaison with all relevant departments, preparing MIS reports on a monthly basis
* Reviewing account receivable & Payables reports and preparing reconciliations of Bank statement, account payable and account receivable periodically and report discrepancies
* Responsible for efficiently monitoring payment accounts and ensuring balance efficiency and reconciling different Bank Accounts at the end of the month, calculating depreciation and all provisional transactions for monthly MIS reports
* Accountable for preparing reconciliations for each general ledger account while also ensuring accuracy and completeness of the information utilized
* Reconciliation of balances with customers and suppliers, bank’s & intercompany reconciliation with the accountability of forecasting and monitoring the working capital and cash flow

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| **KEY CONTRIBUTIONS** |

**Bigshow Events Est. (Event’s Management)**

* Successfully resolved a complex accounting struggle that posed a great threat to the company in assets mismanagement
* Holds distinction of cutting the overhead costs by 30% by removing overburdened rental storages for the outlet and Reduced excessive expenses by 60% determining over stocking and purchasing non/slow moving inventory
* Meticulously implemented more effective accounting system and procedures that decreased the amount of paperwork by 50% and reduced the outsourcing cost to manage the financial work by AED 24,000 to AED 30,000 per year

**V-Care-U (Pvt) Ltd. (Medical Accessories and Equipment Suppliers)**

* Stellar in reorganizing the accounting receivable system by bringing it into 70% of agreement and enabling the company to borrow against the amount for restructuring purposes
* Deftly implemented effective accounting systems that reduce enormous time to run the day-to-day operations for the accounting department and sales department
* Made vital contribution in developing a set of sales proposals for government institutional tenders that awarded the company LKR 20 Million tender for supplying X-tray, CT scanners and C-Arm machines as well as won the tenders of Annual Maintenance Contracts (AMC) worth LKR 300,000
* Competently revamped the accounting system, which ended up in increased efficiency in handling accounting controls
* Established a thorough accounting system and internal controls for the organization which was lacking for 4 years and involved external auditors to attest on the organization financial statements and their evaluation of internal control structure which was required as per the country’s Inland Revenue acts and avoided penalties over LKR 500,000.

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| **PAST EXPERIENCE** |

**Apr 2004 – Feb 2005: Governors Ceylon (Pvt.) Ltd. Colombo, Sri Lanka as Group Accountant**

**Jan 2002 – Apr 2004: Amerasekara & Co. Colombo, Sri Lanka As Audit Assistant**

**Mar 2001 – Jan 2002: Nippon Koei Co. Ltd. Colombo, Sri Lanka as Assistant Tax Manager**

**Jun 1998 – Mar 2001: Gamini Wikramanayake. Colombo, Sri Lanka as Audit Assistant**

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| **EDUCATIONAL & PROFESSIONAL QUALIFICATIONS** |

* **Certified Management Accountant (CMA) –** Institute of Management Accountants, United States, Pursuing
* **B. Sc. Accounting and Finance –** University of Sussex, London, 2015
* **Association of Accounting Technicians Sri Lanka (AATSL) –** The Association of Accounting Technicians, Sri Lanka, 2004
* **Diploma in Computer Studies (DICS) –** NSK International (Pvt.) Ltd. Colombo, Sri Lanka, 1998

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| **PERSONAL DETAILS** |

**Date of Birth**: 07th Nov, 1979 | **Nationality**: Sri Lankan

**Driving License: Valid UAE**

**Languages:** English and Sinhalese

**Visa Status**: Residence Visa - Employment | **Dependents:** 1

Numerical Skills  Analytical Skills  Interpreting Financial Data  Statistics  Business Analysis  Portfolio Management  Financial Research/ Analysis  Data Manipulation  Financial & Management Accounts  Internal Audit  Investments appraisals  Capital Budgeting and Planning  Financial & Management Reporting  Accounting and Financial  Reporting Standards  Financial /accounting systems & procedures  Financial Budgeting & Planning  Strategic Financial