**Gulfjobseeker.com CV No:** **114132**

**Mobile +**971505905010 / +971504753686

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**→ Executive Summary**

Intend to take my career to next level, with a leading corporate along with committed & dedicated people, and contribute to its growth as well as to upgrade my skills and analytical abilities.

A highly motivated **Accountant** professional with a verifiable recordof accomplishments. Highly creative, recognized as a result-oriented and solution focused individual.

**→ Area of Expertise**

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| * General Ledger Preparation
* Accounts Receivable
* Accounts Payable
* Petty Cash Management
* Bank Reconciliation
* Payroll Preparation

**→ Education** | * **Auditing(Manufacture, Service and Banking sectors)**
* Computer Literacy
* Organizational Literacy
* Work as a Team Player
* Time Management skills
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* Completed CAB 1 Level of Chartered Accountancy..
* Completed of CAB 2 Level Examination of Chartered Accountancy
* Certified Public Accountant with completed compulsory three years article of charted accountancy

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| **→ Work Experience**2009 – 20132013 – 2015 **English** **Sinhala** **Arabic** **Tamil****→ Technical Proficiency** **Platforms****Applications** | Worked as an **Auditor /Accountant at SJMS Associates (Associated with Deloitte)/ A. G. Sharma & Co**, Where I involving the following function.* Book keeping of accounts, which includes extraction of trial balance,

Updating of general ledger.* Preparing Profit & Loss accounts, Balance Sheet & Supporting Schedules.
* Computing and furnishing IT, VAT, PAYE, WHT, NBT & ESC Returns.
* Involved in Registration of Company (ROC) Work.
* Preparing Salaries, Imports, Lease & Loan schedules.
* Performing physical stock verification.
* Preparing Income Tax Computation & schedules.
* Preparing and checking Payroll.
* Understanding nature of business environment and business cycle of client.
* Audit planning, assessing the risks, completion of work within allocated time.
* Scrutinized/evaluated the adequacy/effectiveness of internal controls and quality of performance in carrying out assigned responsibilities and are in compliance with organizational policies, plans, procedures, laws and regulations.
* Applying test of controls/substantive tests on fixed assets, debts, leases, receivables and payables, inventory, revenue, expenses and employee compensation.
* Appraise progressively the soundness, adequacy and application of the internal control systems, accounting policies, ERP modules, Accounting packages.
* Ascertain the extent to which the system of internal control ensures compliance with the Company’s policies and procedures, laws and regulations
* Ascertain that the system of internal control promotes the efficient and effective use of resources
* Identifying, collecting and analyzing audit evidence during the course of the audit.
* Special assignments such as stock taking, fixed assets verifications, physical cash count and Fraud Investigations as part of the audit procedures.
* Examining company payroll and personnel records to determine worker's compensation coverage and compliance with local regulations.
* Verified journal and ledger entries of cash and check payments, purchases, expenses, and trial balances by examining and authenticating inventory items.
* Supervising & guiding the subordinates.
* Preparing the reports on findings and recommending the corrective actions to be taken and presenting to the respective management

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|  | Worked as an **Accountant at Glorex Trading Co W.L.L - Qatar,** Where I involving the following function.* Handling and coordinating day-to-day accounting work
* Handles office cash and prepares the reimbursement vouchers for the approval of the same.
* Preparation of Monthly Management Accounts.
* Responsible for receivables management including invoicing, collection and monitoring and risk assessment of receivables.
* Preparation of Bank reconciliation statement
* Determine payment schedules with customers
* Import/Export - Letter of Credits / Verification of L/C’s / Bank Guarantees/Negotiation’s
* Insurance – General &Vehicle.
* Monthly depreciation management of fixed assets and posting
* Review assigned accounts for accuracy and ensure that transactions are properly recorded.  Ensure timing and classification of entries is proper.
* Assist with analyzing financial statements on a monthly basis and report on variances.
* Ensure that corporate policies and procedures are consistently applied.
* Provide analysis and support for requests from external auditors.
* Fund/cash management (Inflow & outflow), Proper advice and memo with **HO (Dubai Office)**.
* Coordinating Head Office instructions and prepareing various reports as per **HO’s (Dubai Office)**requirement.
* Monitor and administer customer accounts.
* Generate weekly Aging reports
* Prepare accurate monthly billing adjustments
* Manage and resolve customer inquiries
* Processing payment and review of system reports Coordination with Bank.
* Supplier’s bill clearance and cheque preparation
* Supervision and control over the inventory management system
* Preparation of Payroll (Salary + Wages )
* Preparation and monitoring of various budgets and forcast.
* Handling Key Customers Eg- Qatar Airways, Qatar Duty Free, Doha Intl Airport and Mowasalt’s accounts, follow ups etc.
* Provide analysis and support for requests from external auditor

**→ Language**Fluent, in speaking and in writingFluent, in speaking and in writingBasic KnowledgeNative Language |

  Windows 8Microsoft Office, Outlook, Access, Publisher; |

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 | **→ Value Added Course** |

* Completed Diploma in Computerized accounting (Quick Book, Tally…Etc).
* Typewriting (Higher& Lower)

**→ Personal Information**

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| **Date of Birth****Visa Status****Nationality** | 02-01-1989Visit Visa Sri Lankan |

Thanks & Regards,