

**Full Name**

HAMEEDU
MOHAMED SADHATH

Post Applied

Accounts supervisor/
Accountant/ Accounts
Assistant

Passport Details

Passport No: N7609024

Place of Issue: Sri Lanka

Contact Number

+974 30175864

Email Address

sadhath111@gmail.com

Date of Birth

01-April-1992

Nationality

Sri Lankan

Religion

Islam

Visa Status

Visa No.
382018081021

Marital Status

Single

CAREER OBJECTIVE

A highly motivated and results driven finance accountant who has over four years of invaluable experience in leading and developing a successful finance team. Skilled in numerous financial and accounting fields, including: preparing annual budgets, monitoring key accounts and credit control. Having the ability to handle complex assignments effectively & possessing the confidence to work as part of a team or independently. Now presently looking for a suitable opportunity position with a forward thinking company where he can excel, deliver & achieve his potential.

DETAILS OF WORKING EXPERIENCE

Organization : **La Petite Fleur (Pvt)Ltd (Sri Lanka)**

Position : **Accountant**

Period : **1st April to 31st December 2017**

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines.

DUTIES & RESPONSIBILITIES

- Post general ledger entry in to the system including accruals and prepayments.
- Management of accounts Payable, receivable, maintenance of sufficient working capital, cash management.
- Performing bank reconciliations, account reconciliations between the general ledger and financial statements.
- Preparing monthly management reports and analyzing financial data and making conclusions.
- Involved in producing and analyzing yearend financial statements.
- Liaising with the company's auditors.
- Supporting the operational management team in maximizing every departments financial performance.
- Establishing and maintaining effective business relationships with both internal and external company customers.
- Writing up annual budgets (actual and forecast), cash flow forecasts and also monthly management accounts.

DETAILS OF WORKING EXPERIENCE

Organization : **A.C.M. Ifhaam & company – Accountancy Firm (Sri Lanka)**

Position : **Assistant Accountant, Accountant & Accounts supervisor**

Period : **10th of January 2015 to 20th March 2017**

Working a busy and high volume environment driving consistency and best practice across all the businesses. Responsible for improving the company's cash flow and reducing its arrears by keeping accurate records and ensuring payments are received on time

Address

No.66,
Madinat
Khalifa street,
Madinat
Khalifa,Qater.

Areas of Expertise

Monthly management
accounts, Budgeting &
forecasting P & L
analysis Month end
procedures variance
reporting Computer
literacy Margin analysis
Query resolution
reporting &
management
accounting

Professional

B.Com, HNDA

AMA

(Associate Mngt
Accountant)

AAT

(Accounting technician)

Computer Proficiency

MS Power point
MS Word,
MS Excel,
Accounting Softwares,
Internet & email

Languages

Read, Write & Speak:

English

Sinhala

Tamil

DUTIES & RESPONSIBILITIES

- Preparation of monthly statutory financial statements.
- Analyzing and compression of the financial statements to assist the management to take effective and on time decisions to stay competitive in the market.
- Maintains general ledger, capital accounts, etc.
- Management of accounts Payable, receivable, maintenance of sufficient working capital, cash management.
- Supervising the preparation of MIS reports to provide feedback to top management on financial performance viz. fund management, credit control, profitability, Budgeted targets etc.
- Manage the payroll process across all aspects, including authorization, review and payments.
- Provision of quality accountancy services to customers/suppliers in line with the Service Level Agreement, trade services agreement or individual contract.
- Performing bank reconciliations, account reconciliations between the general ledger and financial statements.
- Formulation of budgets as well as conducting variance analysis to determine difference between projected figures & actual expenditure and implementing corrective actions.
- Involved in international trading business
- Work with internal and external auditors.
- Maintain system of accounts and keep records on all company transactions and assets.
- Registering clients for INCOME TAX, VAT and PAYE and dealing with statutory returns

INDUSTRY EXPOSURE WHILE AT A.C.M. IFHAAM & COMPANY

Industry Sector	Portfolio of Companies
Travel & Tourism	Travel Development Lanka Private Ltd
Hotel & Restaurants	Mitsis Delicacies Private Ltd
Consultancy	Sensei Lanka private Ltd
Consultancy	Investor services Asia Private Ltd
NGO	Almayuda Foundation

DETAILS OF WORKING EXPERIENCE

Organization : **Shadir Exports (Sri Lanka)**

Position : **Assistant Accountant**

Period : **October 2011 to January 2013**

Working as part of the team that is responsible for making sure that the flow of costs and revenues between the various projects, regions and people is accurately accounted for and managed.

Personal Skills

Team work

Decision making

Perseverance

Attention to detail

Confidence

Reference

Will be provided on request

DUTIES & RESPONSIBILITIES

- Maintaining day to day petty cash requirements
- Preparing invoices to the clients
- Chasing outstanding customer accounts
- Assisting internal/external auditors with queries
- Resolution of invoice queries including credits
- Assisting with sales and purchase ledger duties, cash books and payroll

QUALIFICATIONS

EDUCATIONAL QUALIFICATIONS

Higher National Diploma in Accountancy

Undergraduate at Advanced Technological Institute , Dehiwala following **Higher National Diploma in Accountancy** which comes under Sri Lanka Of Advanced Technological Education (SLIATE) of Ministry Of Higher Education (HNDA is considered as an alternative to a **B.Com degree** offered by a Sri Lanka. University by the Public Administration Circular No.46/90 of 1990) Institute registered for the academic year 2013-2017 -**DHE/HNDA/F/E/2013/47**

- Completed GCE (Advanced Level) examination from commerce stream - August 2011 (Sri Lanka)

PROFESSIONAL QUALIFICATIONS

Certified Management Accountants of Sri Lanka (CMA Sri Lanka)

- Certified Management Accountant (AMA) of CMA Sri Lanka (student Reg No.A23176) -November 2016
- Finalist of CMA Sri Lanka.
- AAT Finalist of AAT Sri Lanka

OTHER QUALIFICATIONS

- Certificate in Computer Based Accountancy -Global College of Computer studies
- Certificate Course on Computer Applications (MS Office) – CLC Studies
- Certificate Course on Management information system -I Soft Colleg of ICT Education
- Certificate Course on English – I Soft College of ICT Education

KEY SKILLS AND COMPETENCIES

- Extensive knowledge of excel spreadsheets.
- Diplomacy and communication skills
- Presentation and leadership skills
- Maintains strong performance in high pressure situations
- Always willing to learn and develop new skills

I hereby declare that all the above information is true and fair.

HAMEEDU MOHAMED SADHATH