



TUAN GAZZALI SABREEN CBA,CA FINALIST

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Objective & Career Goals

*To secure an entry level executive position in a leading business organization and use my knowledge and skill to further learn and understand the intricacies of the business.
My ultimate career goal is to become a financial expert with relevant all-round experience*

Working Experience

2017 Feb - 2017 NOV

JNP TRADING W.L.L. (QATAR)

JNP Trading company is a pivotal supplier in the industrial market serving safety items, Construction materials, Construction Equipments, HP original INKS & Toners and office stationaries

- Worked as an **Assistant Accountant** from 01 February 2017 to 30 November 2017

Job Description

- Daily follow-up with company's aged receivables & co-ordinate with sales team & customers for payments. Eg: Direct discussion, Sending mails, by calls
- Direct assist with JNP Legal department for transfer customers to legal department and continuous monitoring for payment collections.
- Prepare weekly and monthly overdue collection reports and attending to the company's weekly management meetings for payment progress.
- Responsible for customer Openings, Closings & Blockings based on their Credit terms.
- Processing approval for Credit applications and checking documents.
- Prepare daily and monthly collection reports.
- Maintaining Cheque returned & Hold reports & follow-up with the salesman and Legal dept for the collection.
- Responsible for maintaining receipt books, Customers balance reconciliations, Cheques collections from the salesman, Informing collectors to collect the cheques, Reply to customer mails & calls, assist with legal dept for invoice submission and Credit application status.

2015 Dec -2016 Nov

SPEEDWAVE RESIDENCES & ENGINEERING (PRIVATE) LIMITED.

The Leading construction company in Srilanka, in the field of constructing Houses, Kabanas, Guest Houses, Hotels, Commercial Buildings.

- Worked as **Senior Accountant** from 01 December 2015 to 30 November 2016

Job Description

- Maintained construction files for all paid invoices, drew application for all projects.
- Reviewed constructions costs with project manager for payment requests.
- Prepared cost and budgets reports to ensure better management of the projects.
- Manage accounts payable, accounts receivable and payroll departments.
- Lead the monthly construction accountant's learning meeting
- Provide weekly cost reports for capital projects and construction projects.

A.C.M. IFHAAM & COMPANY

A firm of Chartered Accountants providing services (since 2000) such as Auditing, Accounting, Consulting, Information Technology, Legal & Corporate Services, Human Resource Services, Administration Services & Tax Service to more than 350 Clients.

I have **four years'** experience at **A.C.M. Ifhaam & Company**, Chartered Accountants, Colombo - 04. Worked as an

- Worked as an **Audit Trainee** from 01.05.2009 to 30.10.2010,
- Worked as an **Audit Senior** from 01.06.2013 to 31.08.2014,
- Worked as an **Audit Supervisor** from 01.09.2014 to 30.11.2015

Audit Experience Record

I possess a wide range of experience in different business disciplines such as Manufacturing & Processing, Hotel & Leisure, BOI Companies, Freight Forwarding Companies, Non-Profit Organizations, Local Trading & Banking in the following respects.

Areas covered under auditing include.

- Audit planning
- Variance analysis and Analytical review procedures
- Carried out Audits of above organizations & ensured accuracy of accounting Transactions
- Evaluation of internal controls & suggesting improvements to ensure that the systems function more effectively
- Ensured compliance with related statutory requirements including the Sri Lanka Accounting Standards
- Substantive procedures
- Observation of physical stock takes
- Audit, including timing of audit, reporting requirements & resolving audit and accounting issues
- Preparing of financial statements
- Reviewing audit work
- Reporting to the audit manager
- Coordinating with the work specialists

Accounting & Consultation Experience Record

Accounting & Administration - Sinarmalship lanka (Pvt) Ltd.

I was given the responsibility of the overall company finance, which includes preparation of payments from the supporting documents, receipt of funds, deposit and updating the bank, debtors, creditors and the general ledger, reconciling such accounts and calculation of salary, EPF, ETF and incentive payments, preparing cash flows, budgets and ratio analysis, preparing monthly and yearly accounts, preparing costing such as valuations of Foods, prepare the fixed assets register and tax matters such as VAT, ESC, Filling Income tax, WHT, PAYEE, etc, handling the BOI matters providing information for Top Level Management and supporting to make strategic plan and to decision making.

Preparation of Stock Verification Report - SGI Apparels (Pvt) Ltd.

I Led the team of consultants which prepared a report on Stock Verification of SGI Apparels (Pvt) Ltd.. Which included Verifying the physical stock balance, preparing the Liability Stock report, Trims stock report, fabric stock report and analyzing the stock variance.

Tax Experience Record

- *Opening and closing the Tax File.*
- *Computation of Company, Partnership and Individual tax.*
- *Computation & Handling ESC, VAT, TT, WHT, PAYEE, NBT, TDL Stamp Duties.*
- *Tax Planning*
- *Tax Opinion*

2011 to 2013

AL BERRI UNITED UNITED FOOD COMPANY LTE (AUFKO) - SAUDI ARABIA

- Checked manual documents such as Bill of Lading, Customs clearance documents, Halal Certificates, Supplier original invoice.
- Made costings for frozen foods with support the support of above documents & provide Details to management for final approval: Eg: Chicken, Mutton, Beef, Butter, vegetables
- Prepared & Filed bank reconciliations.
- Feeding double entries to the system.
- Maintained physical & system entry.
- Handled, maintained, responsible for petty cash.
- Responsible for cash collections, cheques and bank deposits.

Qualifications

Professional Qualification

- Member of **Certified Business Accountant** of Sri Lanka (CBA) (2689)
- Passed the Chartered Intermediate Examination which was held in March 2009
 - Audit and Assurance
 - Commercial Law and Tax
 - Financial Accounting
 - Business Information Finance and Decision
 - Business Communication
- Passed the following subject for Business Level Examination which was held in June 2015
 - Business tax & law
 - Business Assurance Ethics & Audit
- I have following the Chartered Business Level Examination.

Computer Proficiency

- Completed the Course in Information Technology conducted by Ministry of Education.
- Successfully Completed IT Course conducted by Institute of Chartered Accounts of Sri Lanka. (MS Office 2007)

Key skills & Competencies

- Ability to handle high-pressure situations in a professional and effective manner and taking initiatives in solving problems.
- High proficiency in all aspects of Accounting and Auditing Standards along with practical exposure to application to complex business Scenarios.
- Analyzing and understanding user requirement, Implementation of customized accounting system as per the client requirement, support to narrow the gap between accounting principles and software system, using my skills, knowledge and experience in both fields.
- Performance oriented and hardworking.
- Strong analytical and problem-solving skills.
- Excellent writing and communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in completion of projects and effective in multi-tasking.
- Thorough knowledge in MS Office packages and has hands on experience in accounting packages.

Language Competence

Language	Level of Competence		
	Writing	Oral	Reading
Sinhala	Excellent	Excellent	Excellent
Tamil	Fair	Excellent	Excellent
English	Excellent	Good	Excellent

Personal Details

Name in Full : Tuan Gazzali Sabreen
 Date of Birth : November 13, 1988
 Age : 29 years old.
 Civil Status : Married
 Gender : Male
 N.I.C. Number : 883181158V
 Passport No : N4151819
 Religion : Islam
 School Attended : Zahira College, Colombo.
 Nationality : Sri Lankan
 Visa Type : Transferable

T.GAZZALI

Signature