



MOHAMMED VASEEM

CURRICULUM VITAE

Available in Qatar
Transferable Visa with NOC

PERSONAL INFO:

Full Name : Zainulaabtheen Mohammed Vaseem
Mob : +974 66823915
Email : vaseemzm@gmail.com
LinkedIn : Mohammed Vaseemz
Nationality : Sri Lankan
Passport No : N8927357
Date of Birth : 28th December 1995
Civil Status : Single

SKILLS:

Ability to effectively present financial data and information to all levels.

Work well with diverse group of people.

Excellent communication skills, ability to work both independently and as part of a team.

Quick learning, work under pressure, self-motivated, critical thinking

Multi-tasking, IT proficiency, high numeracy, analytical and problem-solving ability.

PROFILE

OBJECTIVE

Secure a responsible position in account Management, Sharing my 5 years of experience as an Accountant, Expertise in using Accounting packages and advanced accounting abilities to effect employer growth and success. To build upon existing corporate finance skills in both transaction execution and analytics, leading to increased responsibilities.



ACADEMIC AND PROFESSIONAL

- Bachelor of Commerce (**B.com**)
SLIATE (Sri Lanka Institute of Advanced Technological Education)
- Certified Management Accountants (**Managerial level**)
ICMA (Institute of Certified Management Accountants of Sri Lanka)
- Senior Business Associate (**NVQ level -04**)
DTET (Department of Technical Education and Training)
- Computer Applications Assistant (**NVQ level -03**)
NAITA (National Apprentice and Industrial Training Authority)
- National Certificate for Accounting Technician.
TECHNICAL COLLEGE, SRI LANKA
- Certificate in Computerized Accounting.
CCS CAMPUS (Coaching for Career Success)
- Diploma in Information Communication Technology.
TCTC (Information Communication Technology Center)

EXPERIENCED IN COMPUTERIZED ACCOUNTING

- ❖ QuickBooks Pro
- ❖ Tally
- ❖ Peachtree
- ❖ SAGE50
- ❖ MYOB
- ❖ Simply Accounting
- ❖ Microsoft Excel

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AREA EXPERT:

- ✓ Accounts receivable
- ✓ Accounts Payable
- ✓ Bank Reconciliation
- ✓ Payroll
- ✓ Inventory Valuation
- ✓ Financial Reporting
- ✓ Budget forecasting
- ✓ IAS & IFRS
- ✓ Loan Impairment

LANGUAGE:

- ✓ English
- ✓ Tamil

REFERENCE:

MIM.RIZARD

(BBA-Marketing (SEU), MBA (PIM-SJP),
Dip in Marketing (CIM, UK), ACIM (UK)

Team Leader - Inside Sales Qatar
Modern Instruments & Controls Co.
W.L.L

Mob: +974 55504603

E-Mail: rizard@qmcontrols.com

MIM.RIYATH

(BBA-Finance(SEU), M.SC-
Finance(USJP), ACMA(SL), ACCA(UK),
HNDA, CAB-II(ICASL))

Lecturer,
South Eastern University of Sri Lanka,
Olivil

Mob: +94 773379099

E-Mail: riyath@seu.ac.lk

CAREER HISTORY

Accountant (Oct 2018 – Oct 2021)

NSC YAMAHA (Authorized Dealer for AMW PVT Ltd)

(Motor cycles Service and Spare Parts)



- ✓ Post and process journal entries to ensure all business transactions are recorded.
- ✓ Preparing financial documents as invoices, bills, accounts payable and accounts receivables.
- ✓ Assisted in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- ✓ Assisted with reviewing of expenses and maintaining petty cash records etc.
- ✓ Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- ✓ Performed monthly bank reconciliation
- ✓ Performed monthly analysis, Prepared and submitted monthly reports and daily collection.
- ✓ Assisting in the finalization of financial reports for profit & loss account.

Junior Accountant (Sep 2016 – Oct 2018)

NSC YAMAHA (Authorized Dealer for AMW PVT Ltd)

(Motor cycles Service and Spare Parts)



- ✓ Involved in prime entry books.
- ✓ Maintain stock accounting records and Store's affairs.
- ✓ Prepared documents for external, internal payments and Prepared salaries and wages
- ✓ Embodiment the particular data entries to the software of NSC
- ✓ Produced regular management reports for management.
- ✓ Worked with the spreadsheets, receipt and voucher and journals.
- ✓ Calculating and checking to make sure payments, amount and records are correct.

Financial Assistant (Jan 2016 – Jul 2016)

Sri Lanka Ports Authority (OLUVIL)



- ✓ Support monthly payroll and keep organized records.
- ✓ Provide administration support during budget preparation.
- ✓ Recorded accounts payable and accounts receivable.
- ✓ Update financial spreadsheets with daily transactions.
- ✓ Prepared monthly progress report with another reports.