

MUSATHEEK FAREED

Accountant

Al Hilal, Qatar

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CAREER OBJECTIVE

A confident, multi-skilled & capable Accountant with excellent knowledge of finance & Accounting Procedures. Exceptional analytical & problem solving skills & able to provide financial information to all area of the business whilst ensuring that all management information is accurate. I have gained **Eight years of professional experience** in the field of accounts and finance including **Five years in Qatar**

Now looking for a new & challenging accountancy position, one which will make best use of my existing skills & experience & also further my development

EMPLOYMENT HISTORY

- ❖ **ACCOUNTANT** Petroleum Technology Company W.L.L (**Petrotec**)
May 2014 to up to date



Duties & Responsibilities

- As per the contract checking the payable invoices
- Process the payments for the invoices posted based on the statement of accounts & aged payables.
- Payment application process against paid invoice
- Preparation of monthly payment schedule
- Preparing the suppliers cheques for the due invoice on monthly basis
- Reconciling the supplier statements on quarterly basis
- Preparing & handling petty cash
- Periodic analysis of all the ledger accounts relating to purchases and accountspayables
- Payroll via Wage Protection system (WPS) – produce SIF (salary Information File) File.
- Receiving payment from Customer

- ❖ **ACCOUNTANT**, Master Builders Engineering Pvt Ltd, (Sri Lanka)
Sep 2013 to March 2014

Duties & Responsibilities

- Monthly closings and preparation of monthly financial reports
- Maintain accounts receivable and accounts payable
- Prepare monthly bank reconciliation statements
- Assist in payroll administration
- Petty cash management
- Assist in preparing yearend financial reports

❖ **ASSISTANT ACCOUNTANT, Elens Trade Pvt Ltd (Srilanka)**

Feb 2010 to June 2013

❖ **Duties & Responsibilities**

- Accounts payables, includes processing invoices, following up with vendors and resolving discrepancies in a timely manner
- Accounts receivables, includes processing payments, providing statement of accounts, collections on overdue accounts and account reconciliations.
- Assist in payroll administration
- Monthly closings and preparation of monthly financial statements
- Monitor and resolving bank issues and preparing bank reconciliation statements
- Assist in annual stock taking process

PROFESSIONAL QUALIFICATIONS

❖ **ASSOCIATION OF ACCOUNTING TECHNICIAN (SRI LANKA)**

Association of accounting technician of Srilanka

❖ **HIGHER NATIONAL DIPLOMA IN ACCOUNTANCY (HNDA)**

Srilanka Institute of advance technological education

❖ **CERTIFICATE IN ACCOUNTING AND BUSINESS – I**

The Institute of Chartered Accountants of Sri Lanka (**CA Sri Lanka**)

ACADEMIC QUALIFICATIONS

- ❖ **BACHELOR OF BUSINESS ADMINISTRATION (BBA-General)** Reading, At South Eastern University of Srilanka
- ❖ Got through the G.C.E Advanced Level Examination Under Commerce Stream in 2008
- ❖ Got through the G.C.E Ordinary Level Examination in 2005

COMPUTER SKILLS

- ❖ Proficiency in Microsoft Office Applications (Word, Excel & PowerPoint)
- ❖ Proficiency in accounting software (Navision, Quick Book and Peachtree)

KEY SKILLS AND COMPETENCIES

- ❖ Can work as part of a team
- ❖ Having effective written and spoken communication abilities in English
- ❖ Very good analytical and mathematical skills related to Accounting
- ❖ Effective planning and organizing skills
- ❖ Able to work under pressure

PERSONAL INFORMATION

FullName : Fareed Musatheek
Date of Birth : 08th of September 1989
Gender : Male
Civil Status : Married
Nationality : SriLankan
Passport No : N3607205
Visa status : Residence Visa (NOC Available)

NON RELATED REFEREES

Available upon request

I declare that the above particulars I have provided to you are true and correct to the best of my knowledge

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Musatheek. F