



M. Mohamed Rikas

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Profile:

Worked as an Accountant in Metro Travels & Tours Private Limited with a dedicated and proactive Young professional with Honest, Integrity & Good Accounting Knowledge & Over all Business Knowledge with Good communication and interpersonal skills.

Objectives:

To be an internationally recognized professional in an environment that is ever changing and utilizing my knowledge, skills and experience for demonstration and innovation, preferably in accountancy & finance consultancy related discipline, leading a team, while delivering the best standard of service to the profession, to clients, to employers, to subordinates & to the society

Professional Qualification

- ❖ Successfully completed **Association of Accounting Technicians of Sri Lanka**.
- ❖ Successfully completed **Knowledge Level** examinations & currently reading **Skill Level** of **Association of Chartered Certified Accountants (ACCA)**.

Educational Qualification

- ❖ Successfully completed **G.C.E (Advanced Level)**.
- ❖ Successfully completed **G.C.E (Ordinary Level)**.

Career Synopsis:

Nov 2015 – Dec 2017. Accountant in Metro Travels & Tours Private Limited Colombo, Sri Lanka

Job Profile

- ❖ Maintain and record general ledger and assets records for the financial transactions.
- ❖ Assist with the preparation of financial statements.
- ❖ Analyze and reconcile bank statements and general ledgers
- ❖ Updating accounts receivable and issue invoices and reconcile any billing discrepancies.
- ❖ Assist with reviewing of expenses, payroll records etc. as assigned
- ❖ Handle invoices and confirm expense vouchers.

- ❖ Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- ❖ Assist to calculate taxes & prepare tax returns
- ❖ Provide an internal support to Senior accountant and audit of the Company

Professional Certification

- ❖ Successfully completed **Diploma in Computerized Accounting.**
- ❖ Successfully completed **Diploma in Business Management.**
- ❖ Successfully completed **Certificate in ERP.**
- ❖ Successfully completed **Diploma in IT.**
- ❖ Successfully completed **Diploma in English.**

Professional, Technical & IT Skills

- ❖ Dedicated & self-motivated professional.
- ❖ In-depth knowledge on **SLAS, SLFRS, IAS** and **IFRS** with proven ability to ensure compliance therewith.
- ❖ Ability to work in a computerized environment (Excel, Myob, Tally, Quick Book, Act pack & etc).
- ❖ Ability work as a team towards achievement of a common Goal.
- ❖ Interpersonal skills & the ability to communicate concisely and articulately.
- ❖ Leadership Skills to lead personal at different skills levels and different competency levels.
- ❖ Ability to work under pressure to achieve targets.
- ❖ Ability to accept responsibility for more than one assignment at a time and prioritize effectively.
- ❖ Sound technical & problem solving skill.
- ❖ Strong analytical skills & interpretation skills.
- ❖ Excellent report writing & presentation skills.
- ❖ Over all Knowledge about Business & administrations.

Personal Profile

Nationality	:	Sri Lankan
Date of Birth	:	May 02, 1995
Marital Status	:	Single
Passport	:	N5645400
Validity of Passport	:	Up to 22.12.2025
Place of Issue	:	Sri Lanka
Visa Status	:	NOC/Release

I assure that the above information finished by me is true and correct in best of my knowledge and I look forward with great interest to hearing from you.

- *Non Related Referees could be provided upon request.*

06.03.2018

MM.Rikas

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