

CV#40000303

**Curriculum vitae****Doha-Qatar****00974****00974****WORK VISA TRANSFERABLE WITH NOC****Objective**

To contribute outstanding correspondence career skills and strong commitment to be achieved the goal of your organization in **management environment**.

**Vision**

Looking for challenging career, where there is a scope for demonstration, always on a look out for positive & bigger outlook, currency are ideas, thrive on Imagination & Passion, Rigorous thinking and boundless curiosity, Have fun attitude is everything, **A LEARNER FOR LIFE**.

**PROFESSIONAL EXPERIENCE****Designation :** Accountant**Organization:** MT United Trading and Construction ( Doha – Qatar)**Duration :** October 2013 to September 2015.**Major task & Responsibilities:**

- Collaborate with accounting team to support various accounting projects and activities on a daily basis.
- Prepare financial statements according to the company policy.
- Provide assistant to Prepare financial status and analysis reports for Board of Directors.
- Following up late payments, speed collection, reporting bad debts and keeping a careful on eye the cash follow.
- Provide financial information for business analysis and auditing when needed.
- Carryout reconciliations of account, general ledger and sub-ledger.
- Prepare period end journals for prepayments, accruals, commission payments and depreciation.
- Handle outlet petty cash and control expenses according to the budget.
- Checking and controlling fuel consumption on transport department.
- Prepare management reports related to accounts payable and receivable.
- Verify financial statements. Ledgers and accounts for errors and make appropriate correction.

**Designation :** Accountant**Organization :** Rich Lanka (PVT) LTD.**Duration :** January 2010 to November 2012.**Major task & Responsibilities:**

- To perform accounting duties and provide support to the Chief Accountant as required
- Preparation monthly financial and management accounts and coordinating with internal and external auditors.
- Perform journal entries as per established and statutory accounting standards.

- Prepare the accounts payable and accounts receivable , deposit ledger, general ledger.
- Preparation of workers, executive and non executive staff payroll.
- Maintain of daily sale record and doing voucher entries.
- Provide assistant to prepare finalization of accounts – statement of Income and Balance Sheet.
- Preparation and presenting monthly bank reconciliation for each bank accounts.
- Prepare and submit expense reports to management for approval.
- Process payments and invoice accurately and timely as per company procedure.
- Maintaining the book of records and proper documents.
- Answer customer queries and issues in timely and accurate manner.

## Education Qualification

**Degree University & College**

**Bachelor of Business Management (BBM), specialization in Accountancy. Faculty of Business Studies, University of Jaffna, Sri Lanka.**

**Higher Educational Qualification**

**General Certificate of Examination (Advance Level) - 2007  
Government Examination Department of Sri Lanka.**

**General Certificate of Examination (Ordinary Level) - 2004  
Government Examination Department of Sri Lanka.**

**Diploma Level**

**Diploma in Computerized Accounting (Tally 9.0 and Peachtree)**

**Diploma in English (personality development & leadership)**

## Language Skills

Language	Speaking	Reading	Writing
English	Fluent	Fluent	Fluent
Tamil	Native	Native	Native
Sinhala	Fluent	Fluent	Fluent
Arabic	Good	Good	Poor
Hindi	Good	Poor	Poor

## Computer Literacy

### 🌿 Operating systems:

- Windows NT/2000/XP/Vista/Win 7/Win 8 etc.

### 🌿 Packages and programmes:

- MS Office, MS Excel ,MS Access, Statistic Package for Social Science. (SPSS)

- 🌿 Type in , English, Sinhala and Tamil
- 🌿 Data Entry

## Other Skills & Competencies

- Office Management and administration affairs.
- Excellent interpersonal skills and leadership qualities
- Communicational and Analytical skills.
- Ability to work independently with minimum supervision, under volatile work environment.
- Honest and trustworthy.
- Excellent interrelation communication with participation.
- Hard Working with the motivation to achieve higher targets.

## Personal Information

<b>ADDRESS</b>	:	Doha –Qatar.
<b>SEX</b>	:	Male
<b>DATE OF BIRTH</b>	:	17/06/1987
<b>PASSPORT NO</b>	:	N4654191
<b>NATIONALITY</b>	:	Sri Lankan
<b>MARITAL STATUS</b>	:	Married
<b>CONTACT NO</b>	:	<b>00974 3</b>

*I certify that the above particular furnished by me are true and accurate to the best of my knowledge.*

**The best regarding,**