

Hijaz Mohommed Imamoosa
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1. CAREER OBJECTIVE

Dynamic professional possessing over 8 years of experience with specialized knowledge in the fields of administration, financial accounting, management accounting. BBA graduate Served with total commitment and dedication in providing excellent professional services that exceeds expectation of employers and possess the ability to execute performance under challenging environments.

2. WORK EXPERIENCE

❖ Organization : **Gulf & Safa Dairies Co L.L.C- Abu Dhabi**
Experience : From 2017 to date
Position : **General Accountant**

- Prepares payments by verifying documentation, and requesting disbursements.
- Preparation of Accounts Payable and age analysis and handling the payments.
- Involving in respect of VAT matters, salary and preparing reports to the Management.
- Communicate with the related parties of the company such as Banks, Suppliers, and Debtors
- Preparation of monthly BRS, inventory and other monthly reports.
- Prepare costing sheets of the imports to calculate the cost of good purchased / imported.
- Processing account both manually in advance excel and with system.
- Verifying accuracy, approvals and account coding with keeping the policies.
- Reviewing Financial and management Accounts and provide necessary consultant on controlling costs
- Prepare and summarize financial information and provide management report for Senior Management.

❖ Organization : **White Peace Builders- Qatar**
Experience : From 2015 to 2017
Position : **Accountant cum Admin**

- Management of office equipment, maintaining a clean and enjoyable working environment, Handling external and internal communication of management systems
- Invoicing.
- Maintain full set of book keeping.
- Filing and maintaining of proper records of document.
- Reconcile Cash and Credit and update the system.
- Update and reconcile Trade Payable and Trade Receivables ledgers.
- Prepare Journal Voucher and update and review the Journal Entries in the system.
- Prepare Bank reconciliations statements and reconcile with the bank balances.
- Overview of salaries, OT calculation and other analytical report to the management.
- Processing accounts both manually and with accounting packages.
- Assist in performing monthly stock counts and account for any discrepancies.
- Provide financial information for decision making purposes and monthly performance review meeting.
- Preparation of monthly Financial Statements and Budgets.

❖ Organization : **John Keells Holdings PLC- Colombo, Sri Lanka**
Experience : From 2012 to 2015
Position : **Accounts Executive**

- Documents financial transactions by entering account information.
- Prepare Bank reconciliations statements and reconcile with the bank balances.
- Preparing Annual and monthly Budget and analyze and review the variances.
- Prepare daily records on administrative and other expenditures.
- Preparation of Bank reconciliation and carryout bank related activities.
- Participate with store management in interviewing, hiring and training employees.
- Use company report to analyze sales, gross profit and inventory activity.
- Report market activity to management by monitoring and analyzing competitive price list and product.
- Preparation Cash book and update Books of Accounts.
- Preparation of Bank reconciliation and carryout bank related activities.
- Preparing the budgeting cost of every individual sales transaction.
- Involving in respect of VAT matters, salary and preparing reports to the Management.

3. QUALIFICATION

- ❖ **Bachelor in Business Administration (BBA)**
- ❖ **Association of Accounting Technicians of Sri Lanka (AATSL)- Finalist**
- ❖ **Diploma in Computerized Accounting at London Institute of Management**
- ❖ **MBA – following**
- ❖ **CIMA(UK)- following**
- ❖ **ISO 45001:2018 Occupational Health & Safety Management System**
- ❖ **Highfields's level 2 international award in emergency first aid at work**
- ❖ **General Certificate of Education Advance Level**
- ❖ **General Certificate of Education Ordinary Level**
- ❖ **Completed the English and Arabic studies in 2003-2006 at Al-Bayan International School- Galle**

4. IT SKILLS & COMPETENCY

- Extensive experience in system-oriented environment
- Ms Office (Communication, Presentation)
- Proficiency in SAP, ePROMIS, iScala (Epicor), QuickBooks ERP and Accounting Packages

5. LANGUAGE PROFICIENCY

- English
- Arabic
- Hindi

6. PERSONAL DETAILS

- Nationality : Sri Lankan
- Date of Birth : 14th April 1991
- Gender : Male
- Marital Status : Single
- VISA Status : UAE Residence Visa
- Driving License : UAE light vehicle - Automatic